hp officejet 4200 series all-in-one

invent

user guide

hp officejet 4200 series all-in-one

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  - Immigration papers
  - Selective service papers
  - Identification badges, cards, or insignias
- Governmental stamps:
  - Postage stamps
  - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

safety information

Warning! To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

Warning! Potential shock hazard

1. Read and understand all instructions in the setup poster.
2. Use only a grounded electrical outlet when connecting the device to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
3. Observe all warnings and instructions marked on the product.
4. Unplug this product from wall outlets before cleaning.
5. Do not install or use this product near water or when you are wet.
6. Install the product securely on a stable surface.
7. Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.
8. If the product does not operate normally, see the online Troubleshooting help.
9. No operator-serviceable parts inside. Refer servicing to qualified service personnel.
10. Use in a well-ventilated area.

Warning! The handset ear cap used with this product may attract dangerous objects like pins, staples, or needles. Take care to avoid harm that might occur from the retention of dangerous objects on the ear piece of the handset.

Warning! This equipment will be inoperable when mains power fails.

contents

1 hp officejet overview 3
the hp officejet at a glance 4
front panel overview 5
menu overview 8
use the hp director software to do more with your hp officejet 8
open the hp director for Windows users 9
open the hp director for Macintosh users 10

2 load paper and load originals 15
open and close the hp officejet 15
open and close the paper tray 15
open and close the document feeder tray and document catcher . . . 16
papers for printing and copying. 17
recommended papers 17
papers to avoid 18
load paper 19
load full-size papers. 19
load envelopes 20
load 4 by 6 inch (10 by 15 cm) photo paper with tear off tabs. . . . 20
load postcards, index, or Hagaki cards 22
load other types of paper in the paper tray 22
set the paper type 23
paper type settings for copying 23
set the paper type for copying 24
set the paper size 24
paper size setting for copying 24
paper size setting for receiving a fax 24
avoid jams 25
load originals 25

3 use the copy features 27
overview. 27
use the copy features from the front panel. 27
increase copy speed or quality 28
change default copy settings. 28
copy a two-page black-and-white document 29
make multiple copies of the same original 30
copy a photo onto a full-size page 30
copy a legal-size document onto letter paper 32
copy a washed-out original 32
copy a document that has been faxed several times 33
enhance light areas of your copy 34
stop copying 34

4 use the scan features 35
scan an original 36
stop scanning 36

5 use the fax features 37
send a fax 38
enable fax confirmation 38
send a basic fax 39
send a color original or photo fax 39
send a fax using speed dials 40
send a fax using redial 41
schedule a fax 41
cancel a scheduled fax 42
send a fax from memory 42
send a fax using monitor dialing 43
send a fax manually from a telephone 43
set the answer mode 44
receive a fax 47
set the number of rings before answering 47
receive a fax manually from a phone 48
receive a fax manually from the front panel 48
receive a fax manually using the attached handset (hp officejet 4250 series only) 49
poll to receive a fax 49
use the attached handset (hp officejet 4250 series only) 50
answer incoming calls using the handset 50
make phone calls using the handset 50
receive faxes using the handset 51
send faxes using the handset 51
adjust the handset volume 51
set the fax header 51
enter text 52
enter a phone number 52
print reports 53
generate reports automatically 53
generate reports manually 54
set up speed dialing 55
create individual speed-dial entries 56
add group speed-dial entries 56
update speed-dial entries 57
delete speed-dial entries 57
change fax resolution and lighter/darker settings 58
change the fax resolution 58
change lighter/darker setting 59
set new defaults 59
set fax options 60
set the date and time 60
set the paper size for received faxes 61

set tone or pulse dialing 61
adjust the ring volume 61
adjust the phone line monitor volume 62
forward faxes to another number 62
edit or cancel fax forwarding 62
change the answer ring pattern (distinctive ringing) 63
redial a busy or unanswered number automatically 63
set automatic reduction for incoming faxes 64
use error correction mode 65
set the fax speed 65
use caller ID 66
block junk fax numbers 66
set backup fax reception 67
set the country and language 68
reprint the faxes in memory 68
stop faxing 68

6 print from your computer 71
print from a software application 71
Windows users 71
Macintosh users 72
set printing options 72
Windows users 72
Macintosh users 73
stop a print job 74

7 order supplies. 75
order media 75
order print cartridges 75
order other supplies 75

8 maintain your hp officejet 77
clean the glass 77
clean the white strip 78
clean the exterior 79
work with print cartridges 79
check the ink levels 79
print a self-test report 80
handle the print cartridges 82
replace the print cartridges 82
use a photo print cartridge 85
use the print cartridge protector. 85
align the print cartridges 86
clean the print cartridges 88
clean the print cartridge contacts 88
replace the telephone cord 89
restore factory defaults 90
set the scroll speed 90
set the prompt delay time 91

set the language and country/region 91
self-maintenance sounds 92

9 hp officejet 4200 series support 93
get support and other information from the Internet 93
hp customer support 93
call in North America during warranty 94
call elsewhere in the world 94
call in Australia post-warranty 96
prepare your hp officejet for shipment 96

10 warranty information 99
duration of limited warranty 99
warranty service 99
warranty upgrades 99
returning your hp officejet for service 100
hewlett-packard limited global warranty statement 100

11 technical information 103
paper specifications 103
paper-tray capacities 103
automatic document feeder paper capacity 104
paper sizes 104
print margin specifications 105
fax specifications 105
scan specifications 105
physical specifications 106
power specifications 106
environmental specifications 106
environmental product stewardship program 106
regulatory notices 109
declaration of conformity 114
declaration of conformity 115

12 fax setup 117
faxing from a DSL line 118
faxing with a PBX phone system or an ISDN line 119
how to tell if the following instructions apply to you 119
how to choose the right fax setup for your office 120
select your fax setup case from this table 121
case A: separate fax line (no voice calls received) 123
how your hp officejet will answer fax calls 123
case B: faxing with a distinctive ring service on the same line 124
how your hp officejet will answer fax calls 124
case C: shared voice/fax line 125
hp officejet 4210 series (with no handset) 125
hp officejet 4250 series (with handset) 126
case D: fax line shared with PC modem (no voice calls received) 126
how your hp officejet will answer fax calls 127
case E: shared voice/fax line with PC modem 128

hp officejet 4210 series (with no handset). 129
hp officejet 4250 series (with handset) 129
case F: shared voice/fax line with answering machine 130
how your hp officejet will answer fax calls 130
case G: shared voice/fax line with PC modem and answering machine131
how your hp officejet will answer fax calls 132
case H: shared voice/fax line with voice mail 133
how to answer fax calls manually 133
case I: shared voice/fax line with PC modem and voice mail. 134
how to answer fax calls manually 135

13 troubleshooting information 137

installation troubleshooting 137
software and hardware installation troubleshooting 137
fax setup troubleshooting 146
operational troubleshooting. 150

get help

This User Guide contains information on using your HP Officejet and provides additional troubleshooting assistance for the installation process. The User Guide also contains information on how to order supplies and accessories, technical specifications, support, and warranty information.

The table below lists additional sources of information for your HP Officejet.

help	description
Setup Poster	The Setup Poster provides instructions for setting up and configuring your HP Officejet. Make sure you use the correct instructions for your operating system (Windows or Macintosh).
HP Image Zone Help	The HP Image Zone Help provides detailed information on using the software for your HP Officejet. **For Windows users**: Go to the **HP Director,** and click **Help**. **For Macintosh users**: Go to the **HP Director**, click **Help**, and then click **hp image zone help**. **Note:** The HP Image Zone Help is not available if you performed a Minimum Install when you installed your software.
Troubleshooting help	To access troubleshooting information: **For Windows users**: In the **HP Director**, click **Help**. Open the Troubleshooting book in the HP Image Zone Help, then follow the links to general troubleshooting as well as links to Troubleshooting help that is specific to your HP Officejet. Troubleshooting is also available from the Help button that appears on some error messages and in the Troubleshooting chapter of this User Guide on page 137. **For Macintosh users**: Open the Apple Help Viewer, click **hp image zone troubleshooting**, then click **hp officejet 4200 series**. **Note:** The HP Image Zone Troubleshooting is not available if you performed a Minimum Install when you installed your software.
Internet help and technical support	If you have Internet access, you can get help from the HP website at: **www.hp.com/support** The website also provides answers to frequently-asked questions.
Readme file	After you install your software, you can access the Readme file (if any) from either the HP Officejet 4200 Series CD-ROM or the HP Officejet 4200 Series program folder. A Readme file contains late-breaking information that does not appear in this User Guide or the online help.

help	description
Dialog-box help (Windows only)	**For Windows**: Use one of the following ways to find information on a specific feature: • Right-click on the feature. • Select the feature and press **F1**. • Select the **?** in the upper-right corner, then click on the feature.

1 hp officejet overview

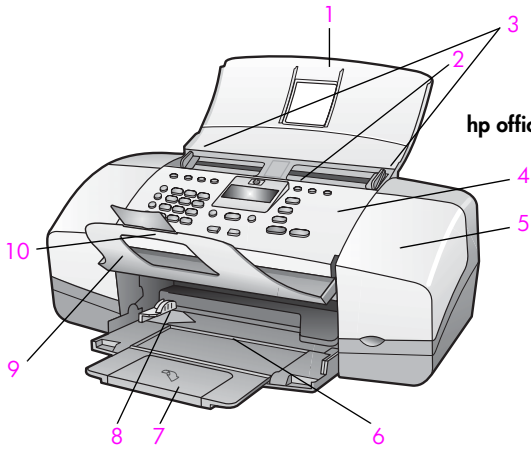
Your HP Officejet is ready to use whenever you are, as many features and functions of your HP Officejet can be used without turning on your computer. Tasks such as sending a fax or making a copy of a document or photo can be accomplished quickly and easily from the front panel of your HP Officejet.

> **Tip:** You can do more with your HP Officejet by using the HP Director that was installed on your computer during the initial setup. The HP Director provides enhanced fax, copy, and scan functionality, as well as troubleshooting tips and online help. For more information on the use of the HP Director, see **use the hp director software to do more with your hp officejet** on page 8.

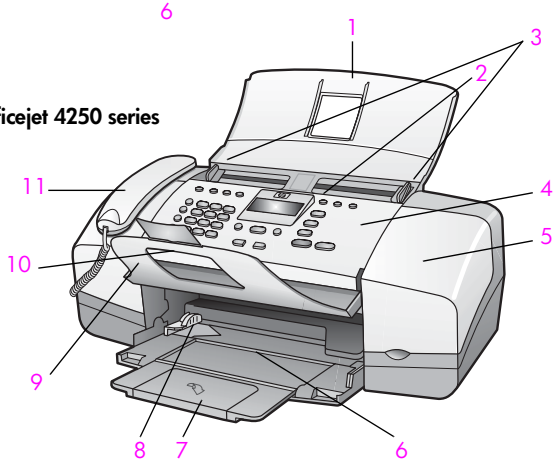
This section contains the following topics:

- **the hp officejet at a glance** on page 4
- **front panel overview** on page 5
- **menu overview** on page 8
- **use the hp director software to do more with your hp officejet** on page 8

the hp officejet at a glance

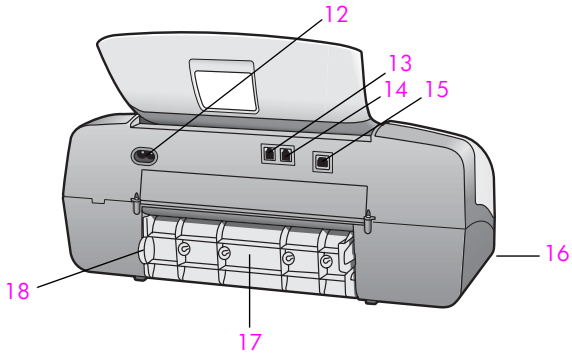


hp officejet 4210 series



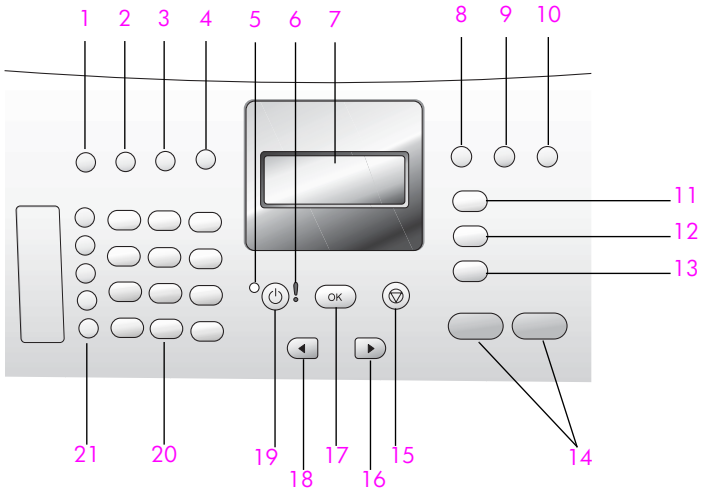
hp officejet 4250 series

feature	purpose
1	Automatic document feeder tray
2	Automatic document feeder
3	Document guides
4	Front panel
5	Print-carriage access door
6	Paper tray
7	Paper tray extender
8	Paper guides
9	Document catcher
10	Document catcher extender
11	Handset (handset model only)



feature	purpose
12	Power connector
13	1-LINE port
14	2-EXT port
15	USB port
16	Handset port (HP Officejet 4250 Series only)
17	Rear cleanout door
18	Rear cleanout door access tab

front panel overview



feature	purpose
1	**Answer Mode**: Switch between four answer settings, Fax (Fax) mode, Telephone (Tel) mode, Fax and Telephone (FaxTel) mode (only available on the HP Officejet 4250 Series), and Answering Machine (AnswerMachine) mode. See **set the answer mode** on page 44 for an explanation of these settings.
2	**Fax Resolution**: Choose the resolution in which a fax will be sent.
3	**Redial/Pause**: Redial the most recently dialed fax number. Also, use to insert a pause while entering a telephone number.
4	**Speed Dial**: Select a number from programmed speed dial entries. Use the Speed Dial button, the arrows, or the keypad numbers on the front panel to navigate to a speed dial fax number.
5	**Status Light**: Indicates whether the HP Officejet is on, off, or busy.
6	**Attention Light**: Indicates an error condition.
7	**Front Panel Display**: View menus, prompts, status messages, and error messages.
8	**Flash**: Cancel a fax and bring up a dial tone. Also, use to answer a call waiting (handset model only).
9	**Photo Fit to Page**: Resize a copy of a photo, maintaining its proportions, to fit within the printable area of a full-size page.
10	**Setup**: Access the menu system for reports, speed dial setup, fax settings, tools, and preferences.
11	**Fax**: Select the fax function. Press the Fax button repeatedly to scroll through the Fax menu settings.
12	**Scan**: Select the scan function. Press the Scan button repeatedly to scroll through the Scan menu settings.
13	**Copy**: Select the copy function. Press the Copy button repeatedly to scroll through the Copy menu settings.
14	**Start Black**, **Start Color**: Start a black or color fax, copy, or scan job.
15	**Cancel**: Stop a job, exit a menu, exit settings, or exit the speed dial menu.
16	**Right Arrow**: Increase values, or go forward when viewing settings on the front panel display.
17	**OK**: Select the current menu setting on the front panel display. Also, use to respond to prompts on the front panel display.
18	**Left Arrow**: Decrease values, or go back when viewing settings on the front panel display.
19	**On**: Turn the HP Officejet on or off. **Warning!** When the HP Officejet is off, a minimal amount of power is still supplied to the device. Unplug the power cord to completely disconnect the power supply to the HP Officejet.

feature	purpose
20	**Keypad**: Enter fax numbers, values, or text.
21	**One-Touch Speed Dial**: Dial a fax number quickly by pressing a one-touch speed dial button. The 5 one-touch speed dial buttons each hold 2 numbers and correspond to the first 10 fax numbers entered during speed dial setup.

menu overview

The following provides a quick reference to top-level menus that appear on the HP Officejet front panel display.

Copy
Number of Copies
Copy Quality
Lighter/Darker
Reduce/Enlarge
Paper Type
Copy Paper Size
Enhancements
Color Intensity
Set New Defaults

Fax
Phone Number
Backup Fax Reception
Lighter/Darker
How to Fax
Set New Defaults

Scan
HP Image Zone

Note: Contents of this menu vary depending on the number of potential scan destinations on your computer.

Setup
1: Print Report
2: Speed Dial Setup
3: Basic Fax Setup
4: Advanced Fax Setup
5: Tools
6: Preferences

use the hp director software to do more with your hp officejet

When you first installed the HP Officejet software on your computer during setup, the HP Director was automatically installed on your computer.

Note: If you performed a Minimum Install when you set up your HP Officejet, you will not have access to the HP Director and HP Image Zone software.

You can quickly and easily expand the functionality of your HP Officejet. Look for boxes, like this one, throughout this guide that provide topic-specific tips, and helpful information for your projects.

This section contains the following topics:

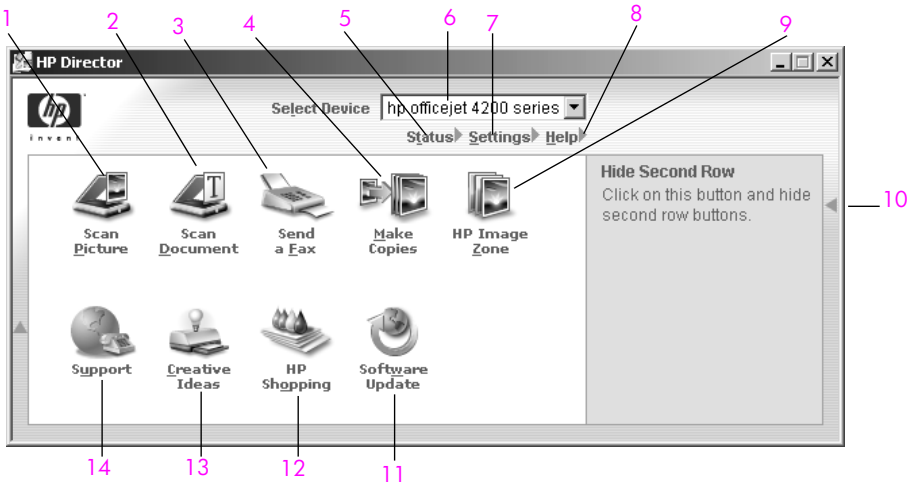
- **open the hp director for Windows users** on page 9
- **open the hp director for Macintosh users** on page 10

open the hp director for Windows users

1. Do one of the following:
   - Double-click the **HP Director** icon on the desktop.
   - In the Windows taskbar, click **Start**, point to **Programs** or **All Programs (XP)**, point to **HP**, then select **HP Director**.
2. In the **Select Device** box, click to see a list of installed HP devices.
3. Select the **Officejet 4200 Series**.
4. The **HP Director** displays only the icons that are appropriate for the selected device.

   Note: The HP Director graphic below might appear differently on your computer. The HP Director is customized based upon the HP device that is selected. If your device is not equipped with a particular feature, then the icon for that feature will not display in the HP Director on your computer.

   Tip: If the HP Director on your computer does not contain any icons, an error might have occurred during the software installation. To correct this, use the Control Panel in Windows to completely uninstall the HP Director software, and then reinstall the HP Director.



feature	purpose
1	**Scan Picture**: use this feature to scan an image and display it in the HP Image Zone.
2	**Scan Document**: use this feature to scan text and display it in the selected text editing software program.
3	**Send a Fax**: use this feature to open the fax dialog box so you can enter the appropriate information and then send your fax.

feature	purpose
4	**Make Copies**: Use this feature to display the Copy dialog box where you can select the copy quality, number of copies, color, size, and then start a copy.
5	**Status**: Use this feature to display the current status of your HP Officejet.
6	**Select Device**: Use this feature to select the device you want to use from the list of installed HP devices.
7	**Settings**: Use this feature to view or change various settings for your HP Officejet, such as print, scan, copy, or fax.
8	**Help**: Use this feature to access the HP Image Zone Help, which provides software help, a product tour, troubleshooting information for your HP Officejet, and HP Officejet product-specific help.
9	**HP Image Zone**: Use this feature to display the HP Image Zone, where you can view and edit images, print photos in multiple sizes, make and print a photo album, share images through e-mail or a website, or make a multimedia CD.
10	Click this arrow to display tool tips that explain each of the HP Director options.
11	**Software Update**: Use this feature to check for software updates for your HP Officejet.
12	**HP Shopping**: Use this feature to shop for HP products.
13	**Creative Ideas**: Use this feature to learn about creative ways to use your HP Officejet.
14	**Support:** Use the feature to go to the product support website.

open the hp director for Macintosh users

Use one of the following methods to launch or access the HP Director, depending on which Macintosh OS you are using.

open the hp director using Macintosh OS X

If you are using Macintosh OS X, the HP Director is launched automatically during the HP Image Zone software installation, and causes the HP Director icon to be created in the Dock for your device. You access the device capabilities via the HP Director menu that is associated with the HP Director icon.

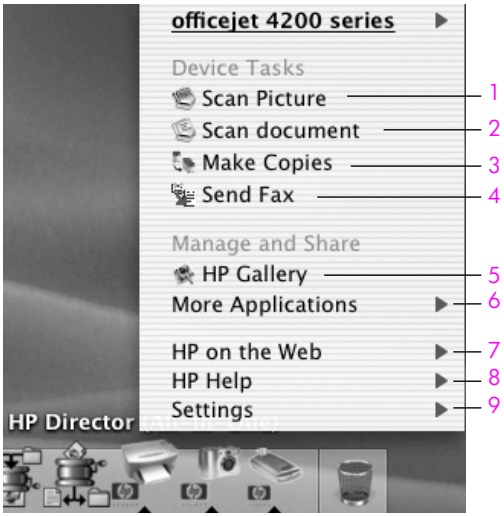
> **Tip:** If you do not want the HP Director to launch automatically each time to start your Macintosh, you can change this setting in the HP Director Preferences menu.

To display the HP Director menu:

- In the Dock, click the **HP Director** icon for your device.

  The HP Director menu displays.

Note: If you install more than one HP device, an HP Director icon for each device appears in the Dock. For example, if you have an HP scanner and an HP Officejet installed, two HP Director icons are present in the Dock, one for each device. However, if you installed two of the same kind of device (for example, two HP Officejet devices) only one HP Director icon appears in the Dock to represent all devices of that kind.



feature	purpose
1	**Scan Picture**: use this feature to scan an image and display it in the HP Gallery.
2	**Scan document**: use this feature to scan text and display it in the selected destination text editing software program.
3	**Make Copies**: use this feature to make a copy in black and white or color.
4	**Send Fax**: use this feature to open the fax dialog box so you can enter the appropriate information and then send your fax.
5	**HP Gallery**: use this feature to display the HP Gallery to view and edit images.
6	**More Applications**: use this feature to select other applications on your computer.
7	**HP on the Web**: use this feature to select an HP website.
8	**HP Help**: use this feature to select a source for help with your HP Officejet.
9	**Settings**: use this feature to change device settings.

open the hp photo and imaging director using Macintosh OS 9

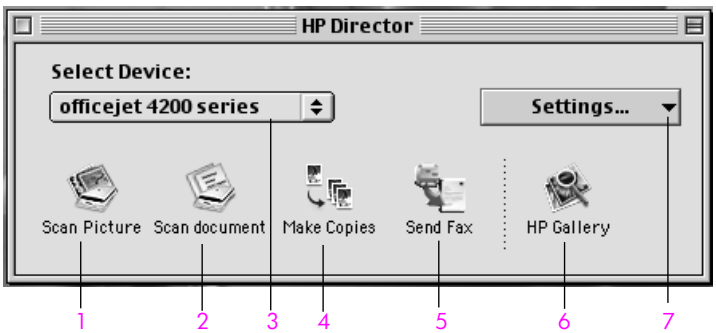
In Macintosh OS 9, the HP Director is launched automatically during the HP Image Zone software installation, and the HP Director appears as an alias on the desktop. Use one of the following methods to launch the HP Director.

- Double-click the **HP Director** alias on the desktop.
- Double-click **HP Director** in the Applications:Hewlett-Packard:HP Photo and Imaging Software:HP Director folder.

The HP Director displays only the buttons that pertain to the selected device. For more information, see the onscreen **hp image zone hel**p that came with your software.

The following graphic shows some of the features available through the HP Director for Macintosh OS 9. Consult the legend for a brief explanation of specific features.

> **Note:** The HP Director graphic below might appear differently on your computer. The HP Director is customized based upon the HP device that is selected. If your device is not equipped with a particular feature, then the icon for that feature will not display in the HP Director on your computer. Some HP devices might show additional buttons than shown below.



feature	purpose
1	**Scan Picture**: use this feature to scan an image and display it in the HP Gallery.
2	**Scan document**: use this feature to scan text and display it in the selected destination text editing software program.
3	**Select Device**: use this pull-down list to select the HP device you want to use.
4	**Make Copies**: use this feature to make a copy in black and white or color.
5	**Send Fax**: use this feature to open the fax dialog box so you can enter the appropriate information and then send your fax.
6	**HP Gallery**: use this feature to display the HP Gallery to view and edit images.

feature	purpose
7	**Settings**: use this pull-down list to provide access to device settings.

2 load paper and load originals

The HP Officejet 4200 Series allows you to load different types and sizes of paper in your HP Officejet, including letter, photo paper, and envelopes. You can also change settings for paper types and paper sizes to get the highest quality copies from your HP Officejet.

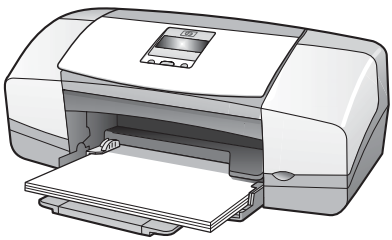
This section contains the following topics:

- **open and close the hp officejet** on page 15
- **papers for printing and copying** on page 17
- **load paper** on page 19
- **set the paper type** on page 23
- **set the paper size** on page 24
- **avoid jams** on page 25
- **load originals** on page 25

open and close the hp officejet

The HP Officejet's trays are designed to close in order to save space in your office. These procedures show you how to open and close the paper tray, document catcher, and the document feeder tray.

Tip: You can print and automatically receive faxes with the document feeder tray and document catcher in the closed position, as shown below.



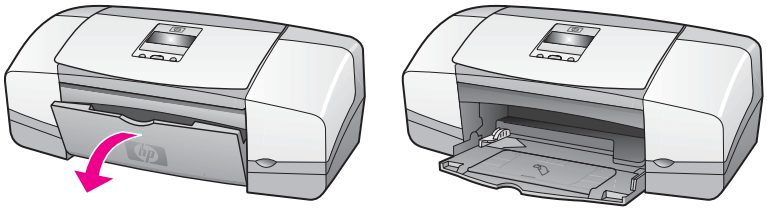
This section contains the following topics:

- **open and close the paper tray** on page 15
- **open and close the document feeder tray and document catcher** on page 16

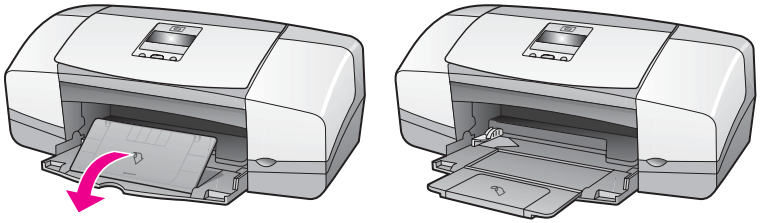
open and close the paper tray

The paper tray must be open with paper loaded for the HP Officejet to print, copy, and receive faxes.

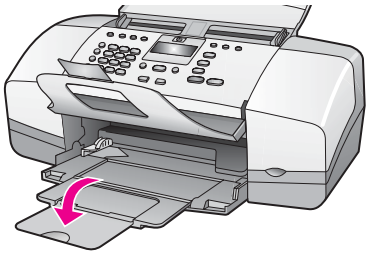
1 Open the paper tray door.



2 Unfold the paper tray.



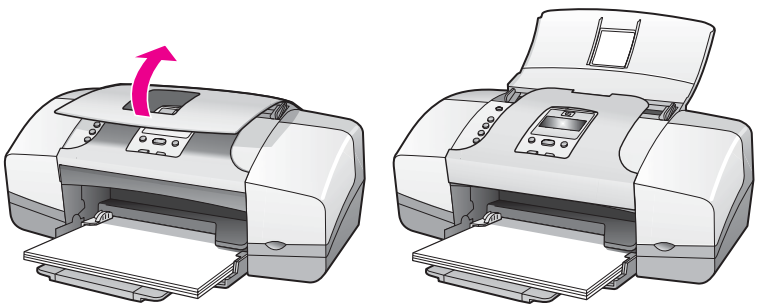
3 Only unfold the paper tray extender if you are using Draft or Fast mode and paper is overshooting the paper tray. The paper tray extender may cause jams in other cases.



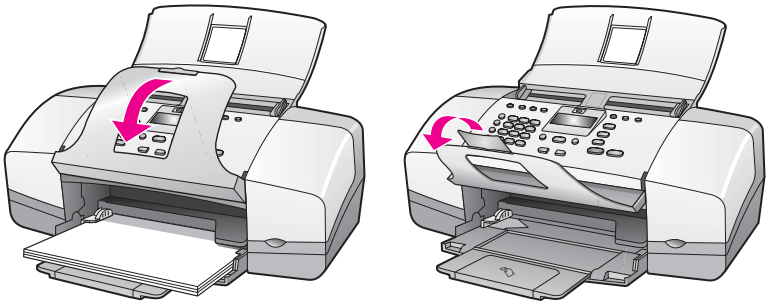
open and close the document feeder tray and document catcher

The document feeder tray and document catcher must be open to copy, send faxes and scan. However, you can print and receive faxes with them closed.

1 Lift the document feeder tray.



2 Lower the document catcher and unfold the document catcher extender.



Note: The document catcher and document catcher extender must be closed before the document feeder tray can be closed.

papers for printing and copying

You can use many types and sizes of paper in your HP Officejet. Review the following recommendations to get the best printing and copying quality. Whenever you change paper types or sizes, remember to change those settings.

This section contains the following topics:

- **recommended papers** on page 17
- **papers to avoid** on page 18

recommended papers

These are the types and sizes of papers recommended for printing and copying.

paper types

If you want the best print quality, we recommend HP Papers. Using paper that is too thin, paper that has a slick texture, or paper that stretches easily can cause paper jams. Using paper that has a heavy texture or does not accept ink can cause printed images to smear, bleed, or not be filled in completely. For more information about HP Papers, go to our website at:

www.hp.com/support

- HP Premium Paper is the ultimate coated paper for high-resolution usage. A smooth, matte finish makes it ideal for your special documents.
- HP Bright White Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage, with no show-through, which makes it ideal for newsletters, reports, and flyers.
- HP Premium Photo Paper, Glossy and Matte, and HP Premium Plus Photo Paper, Glossy and Matte are high-quality, glossy-finish or matte-finish, photo-based papers. They look and feel like photographs and can be mounted under glass or in an album. Photo papers dry rapidly and resist fingerprints and smudges. HP Premium Plus Photo Paper, Glossy and

HP Premium Plus Photo Paper, Glossy and Matte are available in 4 by 6 inch (10 by 15 cm) photo paper size (with tabs) for printing photos from your HP Officejet.

- HP Premium Inkjet Transparency Film makes your color presentations vivid and even more impressive. This film is easy to use and handle and dries quickly without smudging.
- HP Matte Greeting Cards, HP Glossy Greeting Card Paper, HP Textured Greeting Cards, Ivory, Half-Fold and HP Textured Greeting Cards, White, Half-Fold allow you to make your own greeting cards.
- HP Brochure & Flyer Paper, Glossy or HP Brochure & Flyer Paper, Matte is matte-coated or glossy-coated on both sides for two-sided use. It is the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.

paper sizes for printing

Following are the paper sizes available for printing.

size group	specific size
full size pages	letter, A4, legal
smaller pages	executive, B5, A5, A6
photo paper	letter, A4, 4 by 6 inch with tear off tabs
cards	3 by 5 inch, 4 by 6 inch, Hagaki, 5 by 8 inch, A6
envelopes	#10 and DL

paper sizes for copying

You may copy only onto full size pages (letter, legal and A4) of plain and photo paper and transparency film.

papers to avoid

We do not recommend the following papers for printing:

- Paper with cutouts or perforations.
- Highly textured stock, such as linen. It might not print evenly, and the ink can bleed into these papers.
- Extremely smooth, shiny, or coated papers not specifically designed for your HP Officejet. They can jam the HP Officejet or actually repel ink.
- Multi-part forms (such as duplicate and triplicate forms). They can wrinkle or get stuck. The ink is also more likely to smear.
- Envelopes with clasps or windows.

We do not recommend the following papers for copying:

- Paper with cutouts or perforations.
- Photo paper other than HP Premium Plus Photo Paper.
- Envelopes.
- Transparency film other than HP Premium or Premium Plus.
- Multiple-part forms or label stock.

load paper

These procedures describe how to load different sizes and types of papers into the paper tray for printing and copying.

This section contains the following topics:

- **load full-size papers** on page 19
- **load envelopes** on page 20
- **load 4 by 6 inch (10 by 15 cm) photo paper with tear off tabs** on page 20
- **load postcards, index, or Hagaki cards** on page 22
- **load other types of paper in the paper tray** on page 22

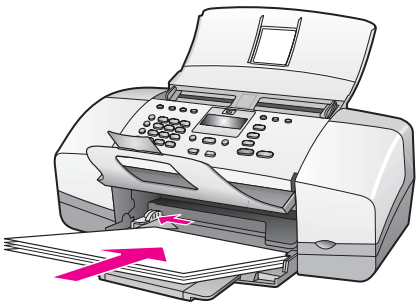
load full-size papers

The following procedure describes how to load letter, legal, and A4 size paper into the paper tray. There are specific considerations for loading certain types of paper and envelopes. After you review this procedure, see **load envelopes** on page 20, **load 4 by 6 inch (10 by 15 cm) photo paper with tear off tabs** on page 20, and **load other types of paper in the paper tray** on page 22.

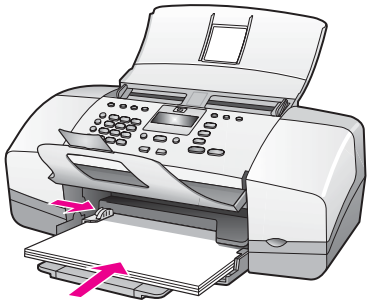
For best results, adjust the paper settings each time you change paper types or paper sizes. For more information, see **set the paper type for copying** on page 24.

> **Tip:** Help prevent rips, wrinkles, and curled or bent edges by storing all media flat in a resealable bag. Extreme changes in temperature and humidity might result in curled media that does not work well in the HP Officejet if the media is not stored properly.

1. Open the paper tray door and unfold the paper tray. See **open and close the paper tray** on page 15.
2. If it is open, fold up the document catcher.
3. Slide the paper guide to its outermost position.
4. Tap the stack of paper on a flat surface to align the edges of the paper, and then check to make sure all of the paper in the stack is the same size and type.
5. Insert the short edge of the paper into the paper tray (print side down) until it stops. To avoid bending the paper, make sure you do not push the paper in too far, or push too hard. If you are using letterhead, insert the top of the page first.



6 Slide the paper guide in until it stops at the edge of the paper. Make sure that the stack of paper lies flat in the paper tray and fits under the tab of the paper guide.



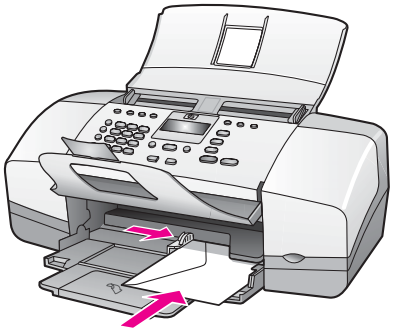
load envelopes

The following procedure describes how to load envelopes into the HP Officejet. You can load the paper tray with one or more envelopes. For best results, consider using a label for the return address on envelopes. Do not use shiny or embossed envelopes, or envelopes that have clasps or windows.

Tip: Consult your word processing software help files for specific details on how to format text for printing on envelopes.

1 Remove all paper from the paper tray.

2 Insert one or more envelopes into the right side of the paper tray with the envelope flap up and to the left. Slide the envelope forward until it stops.



3 Slide the paper guide against the envelopes (do not bend the envelopes with the paper guide). Make sure the envelopes fit under the tab of the paper guide.

load 4 by 6 inch (10 by 15 cm) photo paper with tear off tabs

The following procedure describes how to load 4 by 6 inch (10 by 15 cm) photo paper with tear off tabs into your HP Officejet. Do not use 4 by 6 inch (10 by 15 cm) photo paper without the tear off tabs.

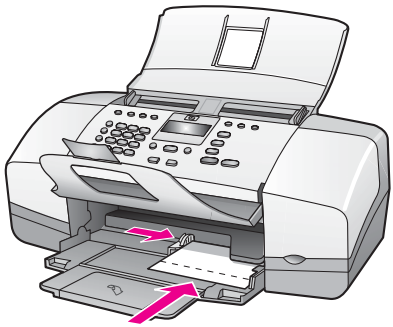
Note: You cannot copy or fax to small size paper.

Note: For the best results, use a recommended type of 4 by 6 inch (10 by 15 cm) photo paper with tear off tabs. For more information, see **recommended papers** on page 17. In addition, for best results, set the paper type and paper size before printing. For more information, see **set the paper type for copying** on page 24 and **set the paper size** on page 24. You may also want to use a photo cartridge to produce the best picture quality. For more information, see **use a photo print cartridge** on page 85.

Tip: Help prevent rips, wrinkles, curled or bent edges by storing all media flat in a resealable bag. Extreme changes in temperature and humidity might result in curled media that does not work well in the HP Officejet if the media is not stored properly.

1 Remove all paper from the paper tray.

2 Insert the short edge of a stack of photo paper with the glossy (print) side down and the tear off tabs toward you, completely forward and to the far right side of the paper tray until it stops.



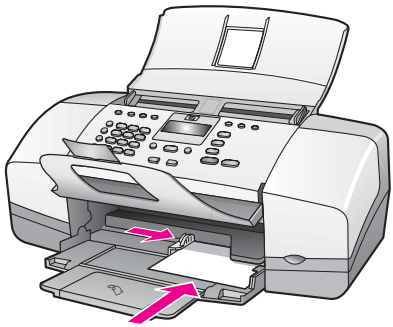
3 Slide the paper guide against the stack of photo paper (do not bend the photo paper with the paper guide). Make sure the stack of photo paper fits under the tab of the paper guide.

load postcards, index, or Hagaki cards

The following describes the procedure for loading postcards, index cards, or Hagaki cards into your HP Officejet for printing.

Note: You cannot copy or fax to small size paper.

1. Remove all paper from the paper tray.
2. Slide a stack of cards with the print side down completely forward and to the far right side of the paper tray until it stops. Position the long edge of the cards against the long edge of the paper tray.



3. Slide the paper guide against the stack of cards. Make sure the stack of cards fits under the tab of the paper guide.

load other types of paper in the paper tray

The following table provides guidelines for loading certain types of paper and transparency film. For best results, adjust the paper type each time you change paper types and paper sizes. For more information, see set the paper type for copying on page 24.

paper	tips
HP Papers	• HP Premium Paper: Locate the gray arrow on the nonprinting side of the paper, and then insert the paper with the arrow side facing up. • HP Premium Inkjet Transparency Film: Insert the film so that the white transparency strip (with arrows and the HP logo) is on top and goes into the paper tray first. • HP Greeting Card Paper, HP Glossy Greeting Card Paper, or HP Textured Greeting Cards: slide a small stack of greeting cards with the print side down, completely forward into the paper tray until it can go no further.

paper	tips
Labels (work only with printing)	• Always use letter or A4 label sheets designed for use with HP inkjet products (like Avery Inkjet Labels), and make sure that the labels are not over two years old. • Fan the stack of labels to make sure none of the pages are stuck together. • Place a stack of label sheets on top of standard paper in the paper tray, print side down. Do not insert labels one sheet at a time.

set the paper type

Whenever you change paper types, be sure to set the paper type for your HP Officejet.

paper type settings for copying

Select the Paper Type setting that matches the paper or transparency film you are using. Use the paper types listed for best copy quality.

paper	front panel setting
Copier paper or letterhead	Plain
Other plain paper	Plain
HP Premium Paper	Plain
HP Bright White Paper	Plain
Other Inkjet papers	Plain
HP Premium Photo Paper	Photo
HP Premium Plus Photo Paper	Photo
Other photo paper[1]	Photo
HP Premium Inkjet Transparency Film	Transparency
Other transparency paper	Transparency
Special Papers	Plain
HP Matte Greeting Cards, Quarter-fold	Plain
HP Glossy Greeting Cards, Half-fold	Plain
HP Felt-Textured Greeting Cards	Plain
HP Professional Brochure & Flyer Paper, Glossy	Photo
HP Professional Brochure & Flyer Paper, Matte	Plain

1 Not all photo papers are compatible.

set the paper type for copying

The following procedure describes how to set the paper type for the Copy option on your HP Officejet. Select the Paper Type setting that matches the paper or transparency film you are using.

Note: These steps are for copying, when printing from your computer, set the paper-type properties in the Print or Page Setup dialog box of the software program from which you are printing.

1. Press the **Copy** button until **Paper Type** appears.
2. Press ▸ until the appropriate paper type appears.
3. Press **OK** to choose the displayed paper type.

Note: This setting returns to its default setting two minutes after the job has been completed. For information on changing the default setting, see **change default copy settings** on page 28.

set the paper size

The following procedure describes how to set the paper size on your HP Officejet. Select the Paper Size in software for printing and the Paper Size setting for copying or faxing that matches the paper or transparency film you are using.

This section contains the following topics:

- **paper size setting for copying** on page 24
- **paper size setting for receiving a fax** on page 24

paper size setting for copying

Copies can be made onto letter, A4, or legal paper only.

Note: This setting returns to its default setting two minutes after the job has been completed. For information on changing the default copy setting, see **change default copy settings** on page 28.

1. Press the **Copy** button until **Copy Paper Size** appears.
2. Press ▸ until the appropriate paper size appears.
3. Press **OK** to choose the displayed paper size.

paper size setting for receiving a fax

You can select the paper size for received faxes. The paper size selected should match what is loaded in your paper tray. Faxes can be printed on letter, A4, or legal paper only.

Note: If an incorrect paper size is loaded in the paper tray when a fax is received, the fax will not print. Load letter, A4, or legal paper, and then press OK to print the fax.

1. Press **Setup**.
2. Press **3**, then press **4**.
   This selects Basic Fax Setup and then Fax Paper Size.
3. Press ▸ to highlight an option, and then press **OK**.

avoid jams

To help avoid paper jams, follow these guidelines:

- Prevent curled or wrinkled paper by storing all unused media flat in a resealable bag.
- Remove printed papers from the output tray frequently.
- Ensure that media loaded in the automatic document feeder and the paper tray lay flat and the edges are not bent or torn.
- Do not combine different paper types and paper sizes in either the automatic document feeder or in the paper tray. Always load the same paper type and paper size in the automatic document feeder or in the paper tray.
- Adjust paper guides in the automatic document feeder and the paper tray to fit snugly against all media. Make sure the paper guides do not bend the media.
- Do not force media too far forward in the paper tray.
- Use paper types that are recommended for your HP Officejet.

load originals

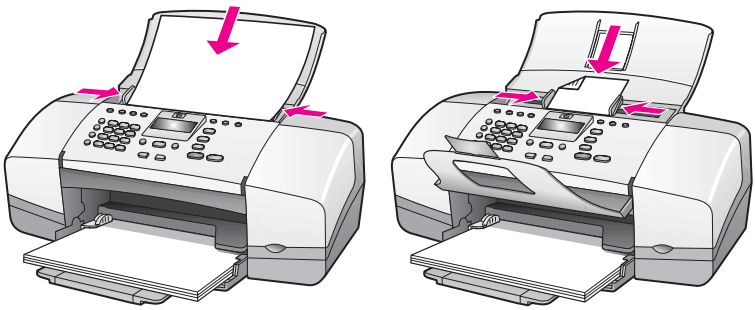
You can copy, fax, or scan an original by placing it in the document feeder tray. The following procedure describes how to load originals into the HP Officejet automatic document feeder.

Note: The document feeder tray holds a maximum of 20 sheets of paper.

Tip: When working with fragile, torn, or odd-sized originals, we recommend that you use a document sleeve or sheet protector (available from most office-product stores) for the original. Place a single sleeve into the ADF with the sealed edge first and the transparent side down.

1. Load your original in the center of the document feeder tray face down and top first.

   Tip: Always load small originals in a portrait orientation, with the shorter edge going into the HP Officejet first.



2. Slide the document guides inward until they stop at the edges of the original.

   Tip: Make sure the document catcher extender is unfolded.

3 Press **Copy**, **Scan**, or **Fax** on the front panel.

Note: If you want to change a Copy or Fax setting, or change a Scan destination, press the Copy, Fax, or Scan button repeatedly until the appropriate setting or destination appears on the front panel display. Once the setting you want to change appears, press ▸ to move to a specific value (such as a specific paper size) and then press OK to select the setting or destination.

4 Press **Start Black** or **Start Color** on the front panel to start the job.

For more information on making copies of original photos, see **copy a photo onto a full-size page** on page 30.

3 use the copy features

The HP Officejet enables you to produce high-quality color and black-and-white copies on plain paper, photo paper, and transparencies. You can enlarge or reduce the size of an original to fit a specific paper size, adjust the copy's darkness, and use special features to make high-quality copies of photos, enlarged to fit a full page.

This section contains the following topics:

- **overview** on page 27
- **copy a two-page black-and-white document** on page 29
- **make multiple copies of the same original** on page 30
- **copy a photo onto a full-size page** on page 30
- **copy a legal-size document onto letter paper** on page 32
- **copy a washed-out original** on page 32
- **copy a document that has been faxed several times** on page 33
- **enhance light areas of your copy** on page 34
- **stop copying** on page 34

overview

You can make copies by using the front panel of your HP Officejet or by using the HP Director software on your computer. Many copy features are available using either method. However, you might find that the software offers easier access to special copy features.

This section explains how to perform common copy tasks from the HP Officejet front panel only. For more information on performing copy tasks from the HP Director, see the onscreen HP Image Zone Help that came with your software.

This section contains the following topics:

- **use the copy features from the front panel** on page 27
- **increase copy speed or quality** on page 28
- **change default copy settings** on page 28

use the copy features from the front panel

1. Load your original, and then press the **Copy** button on the front panel. The first option in the Copy menu appears in the front panel display.
2. Press **Copy** repeatedly to scroll through the menu options.
3. When the option you want to change appears in the front panel display, press the ◂ and ▸ buttons to scroll through the option settings.

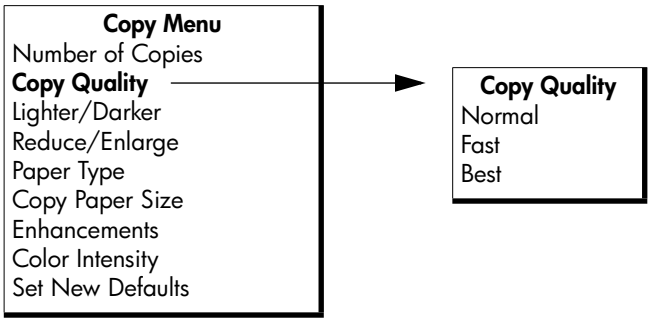
   Note: To change multiple options, press OK after each setting.
4. Press **Start Black** or **Start Color**.

increase copy speed or quality

The HP Officejet provides three options that affect copy speed and quality.

- Normal delivers high-quality output and is the recommended setting for most of your copying. Normal copies faster than Best.
- Fast copies faster than the Normal setting. The text is of comparable quality to the Normal setting, but the graphics might be of lower quality. Using Fast reduces the frequency of replacing your print cartridges, because it uses less ink.
- Best produces the highest quality for all paper and eliminates the banding (striping) effect that sometimes occurs in solid areas. Best copies more slowly than the other quality settings.

1. Load your original face down and top first in the document feeder tray. For more information, see **load originals**.
2. Press **Copy** until **Copy Quality** appears in the top line of the display.
   The following options are available in the Copy Quality menu.



3. Press ▸ until the quality setting you want appears.
4. Press **Start Black** or **Start Color**.

change default copy settings

When you change copy settings from the front panel or the HP Director, they apply only to the current copy job. To apply copy settings to all future copy jobs, you can save the settings as defaults.

1. Load an original face down and top first in the document feeder tray. For more information, see **load originals** on page 25.
2. Make any changes to the options in the **Copy** menu.

3 Press **Copy** until **Set New Defaults** appears in the top line of the display.

Copy Menu
Number of Copies
Copy Quality
Lighter/Darker
Reduce/Enlarge
Paper Type
Copy Paper Size
Enhancements
Color Intensity
Set New Defaults

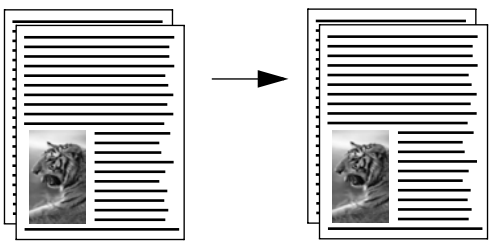
4 Press ▸ until **Yes** appears.

5 Press **Start Black** or **Start Color** to make a copy with the new default settings or press **OK** to save the settings without making a copy.

The settings you specify here are only saved on the HP Officejet itself. They do not adjust the settings in the software. If you use the HP Director software to control the settings on copies you make, you should set your most frequently used settings as the defaults in the HP Copy dialog box. For more information, see the onscreen hp image zone help that came with your software.

copy a two-page black-and-white document

You can use the HP Officejet to copy a single- or multiple-page document in color or black and white. In this example, the HP Officejet is used to copy a two-page black-and-white original.



1 Arrange your originals so they are in order with the first page on top.

2 Load your originals face down and top first in the document feeder tray. For more information, see **load originals** on page 25.

3 Press **Copy**.

4 Press **Start Black**.

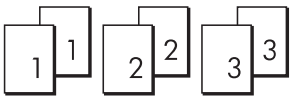
make multiple copies of the same original

1. Load your original face down and top first in the document feeder tray. For more information, see **load originals** on page 25.
2. Press **Copy** until **Number of Copies** appears in the top line of the display.
3. Press ▸ or use the keypad to enter the number of copies, up to the maximum.

   (The maximum number of copies varies by model.)

   Tip: If you hold down either of the arrow buttons, the number of copies changes by increments of 5 to make it easier to set a large number of copies.
4. Press **Start Black** or **Start Color**.

   If you are copying a stack of originals in the document feeder tray, the HP Officejet makes multiple copies of a single page before copying the next page. You will need to sort and staple the copies yourself.



copy a photo onto a full-size page

Use Photo Fit to Page when you want to automatically enlarge your original photo to fill the printable area of the paper size loaded in the paper tray.

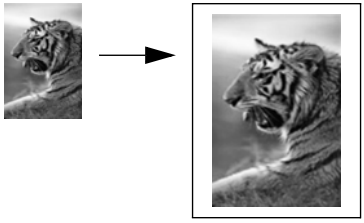
Photo Fit to Page only enlarges original photos that are standard photo sizes. The standard photo sizes are as follows:

- 3.5 by 5 inches (9 by 13 cm)
- 4 by 6 inches (10 by 15 cm)
- 5 by 7 inches (13 by 18 cm)
- 6 by 8 inches (15 by 20 cm)
- 8 by 10 inches (25 by 25 cm)

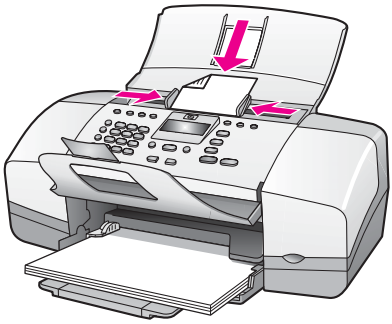
For originals containing text or photos that are not a standard size, use Reduce/Enlarge.

Tip: You can optimize the quality of the photos you print and copy with your HP Officejet by purchasing a photo print cartridge. Remove the black print cartridge and insert the photo print cartridge in its place. (See **use the print cartridge protector** on page 85 for proper storage information.) With the tri-color print cartridge and the photo print cartridge installed, you have a six-ink system, which provides enhanced quality photos. When you want to print regular text documents, swap the black cartridge back in.

For more information, see **order print cartridges** on page 75.



1 Load your original photo face down and top first in the document feeder tray. For more information, see **load originals** on page 25.
Position the photo in the center of the document feeder tray and move the paper guides next to it.



2 Load letter or A4 paper in the paper tray.

3 Press **Photo Fit to Page**.
The HP Officejet only supports copying to letter, A4, and legal-size paper.
Paper Type appears in the top line of the display.

Paper Type
Plain Paper
Photo Paper

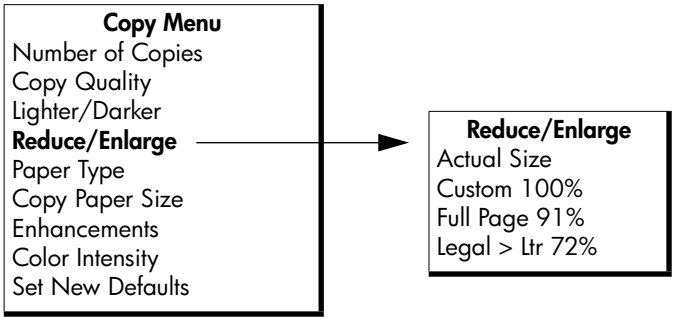
4 Press ▸ until **Plain Paper** or **Photo Paper** appears, as appropriate.

5 Press **Start Color**.

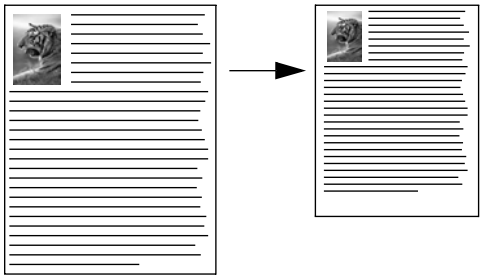
Note: In order to fit your original within the printable area of the full-size page without changing the proportions of the original, the HP Officejet might leave an uneven amount of white space around the edges of the paper.

copy a legal-size document onto letter paper

1. Load the legal document face down and top first in the document feeder tray. For more information, see **load originals** on page 25.
2. Press **Copy** until **Reduce/Enlarge** appears in the top line of the display.
   The following options are available in the Reduce/Enlarge menu.



3. Press ▸ until **Legal > Ltr 72%** appears.
4. Press **Start Black** or **Start Color**.
   The HP Officejet reduces the size of your original to fit within the printable area of the letter paper, as shown below.



copy a washed-out original

Use Lighter/Darker to adjust the lightness and darkness of the copies you make.

1. Load your original face down and top first in the document feeder tray. For more information, see **load originals** on page 25.
2. Press **Copy** until **Lighter/Darker** appears in the top line of the display.
   The range of Lighter/Darker values appears as circles on a scale on the front panel display.
3. Press ▸ to darken the copy.
   Note: You can also press ◂ to lighten the copy.
4. Press **Copy** until **Color Intensity** appears in the top line of the display.
   The range of Color Intensity values appears as circles on a scale on the front panel display.

5 Press ▸ to make the image more vivid.

Note: You can also press ◂ to make the image more pale.

6 Press **Start Color** or **Start Black**.

copy a document that has been faxed several times

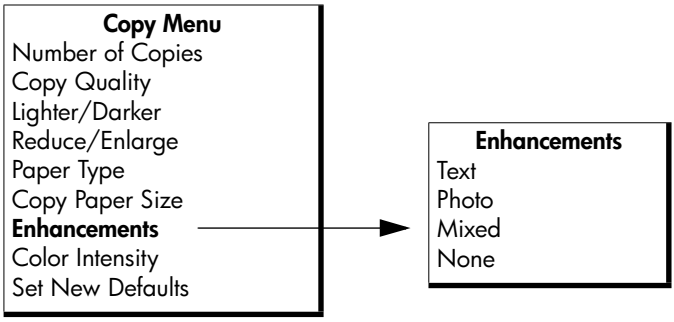
The Enhancements feature automatically adjusts the quality of text documents by sharpening edges of black text or photographs by enhancing light colors that might otherwise appear white.

Text enhancement is the default option. Use Text enhancement to sharpen edges of black text. Use Photo to enhance light colors in your photographs, Mixed if your original contains both photographs and text, or None to turn off all enhancements.

1 Load your original face down and top first in the document feeder tray. For more information, see **load originals** on page 25.

2 Press **Copy** until **Enhancements** appears in the top line of the display.

The following options are available in the Enhancements menu.



3 Press ▸ until **Text** appears.

4 Press **Start Black** or **Start Color**.

Tip: If any of the following occur, turn off Text enhancement by selecting Photo or None:

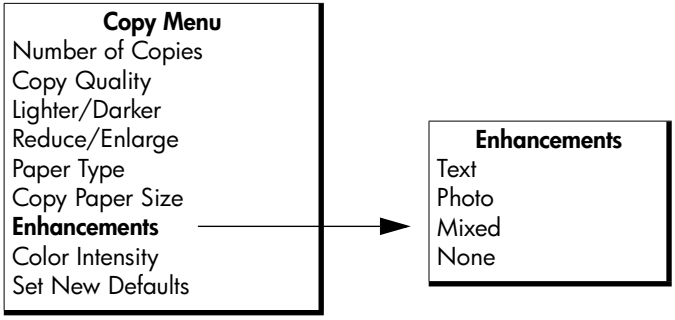
- Stray dots of color surround some text on your copies
- Large, black typefaces look splotchy (not smooth)
- Thin, colored objects or lines contain black sections
- Horizontal grainy or white bands appear in light- to medium-gray areas

enhance light areas of your copy

Use Photo enhancements to enhance light colors that might otherwise appear white. You can also copy with Photo enhancements to eliminate or reduce any of the following that might occur when copying with Text enhancements:

- Stray dots of color surround some text on your copies
- Large, black typefaces look splotchy (not smooth)
- Thin, colored objects or lines contain black sections
- Horizontal grainy or white bands appear in light- to medium-gray areas

1. Load your original photo face down and top first in the document feeder tray. For more information, see **load originals** on page 25.
2. Press **Copy** until **Enhancements** appears in the top line of the display.
   The following options are available in the Enhancements menu.



3. Press ▸ until **Photo** appears.
4. Press **Copy** until **Color Intensity** appears in the top line of the display.
   The range of Color Intensity values appears as circles on a scale on the front panel display.
5. Press ▸ to make the image more vivid.
   Note: You can also press ◂ to make the image more pale.
6. Press **Start Color** or **Start Black**.

stop copying

- To stop copying, press **Cancel** on the front panel.

The HP Officejet immediately stops printing and releases the paper.

4 use the scan features

Scanning is the process of converting pictures and text into an electronic format for your computer. You can scan photos and text documents.

Because the scanned image or text is in an electronic format, you can bring it into your word processor or graphics software program and modify it to suit your needs. You can do the following:

- Scan photos of your kids and e-mail them to relatives, create a photographic inventory of your house or office, or create an electronic scrapbook.
- Scan text from an article into your word processor and quote it in a report, saving you a lot of retyping.

To use the scan features, your HP Officejet and computer must be connected and turned on. The HP Officejet software must also be installed and running on your computer prior to scanning. To verify that the HP Officejet software is running on a Windows PC, look for the hp officejet 4200 series icon in the system tray at the lower right side of your screen, next to the time. On a Macintosh, the HP Officejet software is always running.

You can start a scan from your computer or from your HP Officejet. This section explains how to scan from the front panel of the HP Officejet only.

For more information about how to scan from the computer and how to adjust, resize, rotate, crop, and sharpen your scans, see the onscreen hp image zone help that came with your software.

Note: High resolution scanning (600 dpi or higher) requires a large amount of hard disk space. If there is not enough hard disk space available, your system might stall.

This section contains the following topics:

- **scan an original** on page 36
- **stop scanning** on page 36

scan an original

1. Load your original face down and top first in the document feeder tray. See **load originals**.
2. Press **Scan**.
   A Scan menu appears, listing your existing scanning destinations. The default destination is whichever one you selected the last time you used this menu.
3. Select the destination by pressing ◄ or ►, or by pressing the **Scan** button repeatedly.
4. Press **Start Black** or **Start Color**.

stop scanning

- To stop scanning, press **Cancel** on the front panel.

5 use the fax features

Using your HP Officejet, you can send and receive faxes, including color faxes. You can set up speed dials to send faxes quickly and easily to frequently used numbers. From the front panel, you can set a number of fax options, such as resolution.

This section contains the following topics:

- **send a fax** on page 38
- **set the answer mode** on page 44
- **receive a fax** on page 47
- **use the attached handset (hp officejet 4250 series only)** on page 50
- **set the fax header** on page 51
- **enter text** on page 52
- **enter a phone number** on page 52
- **print reports** on page 53
- **set up speed dialing** on page 55
- **change fax resolution and lighter/darker settings** on page 58
- **set fax options** on page 60
- **reprint the faxes in memory** on page 68
- **stop faxing** on page 68

You should explore the HP Director that comes with your HP Officejet to take full advantage of all of its features. Using the HP Director, you can do these tasks and more that are not available through the front panel of your HP Officejet. For more information, see the onscreen hp image zone help that came with your software.

send a fax

Using the front panel, you can send a black-and-white or color fax from your HP Officejet.

This section contains the following topics:

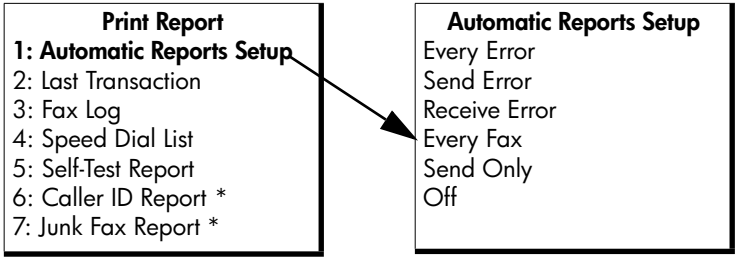
- **enable fax confirmation** on page 38
- **send a basic fax** on page 39
- **send a color original or photo fax** on page 39
- **send a fax using speed dials** on page 40
- **send a fax using redial** on page 41
- **schedule a fax** on page 41
- **cancel a scheduled fax** on page 42
- **send a fax from memory** on page 42
- **send a fax using monitor dialing** on page 43
- **send a fax manually from a telephone** on page 43

enable fax confirmation

If you need printed confirmation that your faxes are successfully sent, follow these instructions *before* sending any faxes.

The default fax confirmation setting is Every Error. This means that your HP Officejet prints a report only if there is a problem with sending or receiving a fax. A confirmation message indicating whether an item was successfully sent appears briefly on the front panel display after each transaction. To have a confirmation printed for every fax, follow these instructions. For more information, see **generate reports automatically** on page 53.

1. Press **Setup**.
2. Press **1**, then press **1**.
   This selects Print Report and then selects Automatic Reports Setup.



* Not available in all countries/regions. This menu item does not appear in the Print Report menu if any of the following apply:

- Caller ID service is not supported in your country/region.
- Your country/region Caller ID service is not supported by the HP Officejet.

3. Press ▸ until **Every Fax** appears in the second line of the display, and then press **OK**.

The HP Officejet will print a confirmation report every time you send a fax informing you whether the fax was sent successfully or not.

For more information on printing reports, see print reports on page 53.

send a basic fax

This section describes how to send a basic black-and-white fax from the front panel.

If you are interested in sending a color or photo fax, see send a color original or photo fax on page 39.

1. Load your original face down and top first in the document feeder tray.
   For more information, see load originals on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Enter the fax number by using the keypad.
4. Press **Start Black**.

   Tip: You must press Start to send a fax. Pressing OK is for menu choices.

Did you know that you can send a fax from your computer by using the HP Director that comes with your HP Officejet? You can also create and attach a computer-generated cover page to send with your fax. It's easy. For more information, see the onscreen hp image zone help that came with your software.

send a color original or photo fax

You can fax a color original or photo from your HP Officejet. If your HP Officejet determines that the recipient's fax machine only supports black-and-white faxes, the HP Officejet sends the fax in black and white.

We recommend that you use only color originals for color faxing.

1. Load your original face down and top first in the document feeder tray.
   For more information, see load originals on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Enter the fax number by using the keypad.

   Tip: To enter a pause in the fax number, press Redial/Pause.
4. If you are faxing a photo, change the resolution to **Photo**.
   For information on changing the resolution, see change the fax resolution on page 58.
5. Press **Start Color**.

Note: If the recipient's fax machine only supports black-and-white faxes, the HP Officejet automatically sends the fax in black and white. A message appears once the fax has been sent indicating that the fax was sent in black and white. Press OK to clear the message.

Did you know that you can send a fax from your computer by using the HP Director that comes with your HP Officejet? You can also create and attach a computer-generated cover page to send with your fax. It's easy. For more information, see the onscreen hp image zone help that came with your software.

send a fax using speed dials

You can quickly send a fax from the front panel by pressing Speed Dial or a one-touch speed dial button on the front panel.

Speed Dials will not appear until you have set them up. For more information, see **set up speed dialing** on page 55.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Do one of the following:
   - Press **Speed Dial** until the appropriate speed-dial entry appears in the top line of the display. You can also scroll through the speed-dial entries by pressing ◂ or ▸.
   - Press **Speed Dial** and then enter the speed-dial entry code from the front panel.
   - Press a one-touch speed dial button. Press it once to access the first speed-dial entry and twice to access the second speed-dial entry assigned to that button.

   Tip: You can print out a list of the speed-dial entries for your reference. For information, see **generate reports manually** on page 54.
4. Press **Start Black** or **Start Color**.

   Note: If you send a fax to a group speed dial, you can only send the fax in black and white. The fax is scanned into memory and the first number in the group speed dial list is dialed. When a connection is made, the fax is sent and the next number is dialed, and so on. If a number is busy or not answering, the HP Officejet follows the settings for Busy Redial and No Answer Redial. If a connection cannot be made, the next number in the group speed dial list is dialed and an error report is generated for your information.

You can quickly and easily set up speed-dial entries from your computer by using the HP Director. For more information, see the onscreen hp image zone help that came with your software.

send a fax using redial

You can send a fax to the last fax number dialed by using the Redial/Pause button.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Redial/Pause**.
   The last number dialed appears in the display.
3. Press **Start Black** or **Start Color**.

schedule a fax

You can schedule a black-and-white fax to be sent later the same day (for example, when telephone lines are not as busy or phone rates are lower). When scheduling a fax, the originals must be loaded in the automatic document feeder.

> **Tip:** The date and time must already be set to use this feature. For more information, see **set the date and time** on page 60.

When the specified time is reached, your fax is automatically sent as soon as a connection can be made.

> **Note:** Use the front panel to schedule a fax for later. If you use the handset (HP Officejet 4250 Series only), the fax is sent immediately.

You can only schedule one fax to be sent at a time. You can continue to send faxes normally, however, while a fax is scheduled.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Enter the fax number by using the keypad, press a one-touch speed dial button, or press **Speed Dial** until the appropriate speed-dial entry appears.
   For more information on speed dials, see **set up speed dialing** on page 55.

   > **Tip:** To enter a pause in the fax number, press Redial/Pause.
4. Press **Fax** until **How to Fax** appears in the top line of the display.
5. Press ▸ until **Send Fax Later** appears in the top line of the display, and then press **OK**.
6. Enter the **Send Time** by using the numeric keypad.
7. If prompted, press **1** for **AM** or **2** for **PM**.
8. Press **Start Black**.

   > **Note:** If you press Start Color, the fax will be sent in black and white and a message will appear on the display.

   The HP Officejet scans the originals into memory and sends them at the scheduled time. The scheduled time appears on the front panel display.

cancel a scheduled fax

You can cancel a scheduled fax or one that is currently in progress. Once you schedule a fax, the scheduled time appears on the front panel display.

- When the scheduled time appears on the display, press **Cancel**, and then press **1**.

send a fax from memory

Your HP Officejet can scan a black-and-white fax from the automatic document feeder into memory before sending it. This feature is useful if the fax number you are trying to reach is busy or temporarily unavailable. The HP Officejet scans the originals into memory, and sends them once it is able to connect. You can immediately remove the originals from the HP Officejet once the pages are scanned.

Note: Use the front panel to send a fax from memory. If you use the handset (HP Officejet 4250 Series only), the fax is sent immediately.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Enter the fax number by using the keypad, press a one-touch speed dial button, or press **Speed Dial** until the appropriate speed-dial entry appears.
   For more information on speed dials, see **set up speed dialing** on page 55.
   Tip: To enter a pause in the fax number, press Redial/Pause.
4. Press **Fax** until **How to Fax** appears in the top line of the display.
5. Press ▸ until **Fax from Memory** appears in the top line of the display.
6. Press **Start Black**.
   Note: If you press Start Color, the fax is sent in black and white and a message appears on the display.
   The HP Officejet scans the originals into memory and sends them when the receiving fax machine is available.

send a fax using monitor dialing

Monitor dialing allows you to dial a number from the front panel as you would dial a regular telephone. This feature is useful when you want to use a calling card to charge the call. You can also use it when you need to respond to tone prompts while dialing and must pace your dialing speed.

Depending on which model you have, you can send a fax using monitor dialing from the front panel or by using the attached handset (HP Officejet 4250 Series only).

to send a fax using monitor dialing from the front panel

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Start Black** or **Start Color**.
3. Once you hear the dial tone, enter the number by using the keypad on the front panel. You can also use speed dials. For information on using speed dials, see **send a fax using speed dials** on page 40.
4. Follow any prompts that might occur.
   Your fax is sent when the receiving fax machine answers.

to send a fax using monitor dialing from the handset (hp officejet 4250 series only)

Note: This procedure only applies to the HP Officejet 4250 Series product. If you have an HP Officejet 4210 Series, refer to the previous section for instructions.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Pick up the attached handset.
3. Once you hear the dial tone, enter the number by using the keypad on the front panel. You can also use speed dials. For information on using speed dials, see **send a fax using speed dials** on page 40.
4. Follow any prompts that might occur.
5. Press **Start Black** or **Start Color**.
   Your fax is sent when the receiving fax machine answers.

send a fax manually from a telephone

Sending a fax manually allows you to make a phone call and talk with the recipient before you send the fax. This is useful if you want to inform the recipient that you are going to send them a fax before sending it.

You can send a fax manually by using a phone that is directly connected to your HP Officejet or by using the attached handset (HP Officejet 4250 Series only).

The phone must be connected to the "2-EXT" port on the back of the HP Officejet.

to send a fax manually from a connected phone

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.

2 Dial the number by using the keypad on the phone that is connected to your HP Officejet.

Note: You must use the keypad on the phone to dial the number. Do not use the keypad on the front panel of the HP Officejet.

3 Do one of the following:
- If after dialing the number you hear fax tones, press **Start Black** or **Start Color** within three seconds.
- If the recipient answers the telephone, instruct them to press Start on their fax machine once they hear fax tones. Make sure you press **Start Black** or **Start Color** on the HP Officejet *before* the recipient presses Start on the receiving fax machine.

4 Wait for the fax tones, and then hang up the telephone.

to send a fax manually using the attached handset (handset model only)

Note: This procedure applies only to the HP Officejet 4250 Series product with the attached handset. If you have an HP Officejet 4210 Series, refer to the previous section for instructions.

1 Load your original face down and top first in the document feeder tray.
For more information, see **load originals** on page 25.

2 Pick up the handset that is attached to the HP Officejet and dial the number by using the keypad on the front panel.

3 Do one of the following:
- If after dialing the number you hear fax tones, press **Start Black** or **Start Color** within three seconds.
- If the recipient answers the telephone, instruct them to press Start on their fax machine once they hear fax tones. Make sure you press **Start Black** or **Start Color** on the HP Officejet *before* the recipient presses Start on the receiving fax machine.

4 Wait for the fax tones, and then hang up the telephone.

set the answer mode

By default, your HP Officejet automatically answers incoming calls and receives faxes. You can change the Answer Mode to receive faxes manually or automatically, based on the types of equipment and services (if any) share the same phone line with your HP Officejet. This section explains the various ways of answering fax calls.

It is strongly recommended that you set the Answer Mode from the front panel and not the HP Director.

to change the answer mode from the front panel

- Press **Answer Mode** until the appropriate answer mode setting appears on the display.
  The selected Answer Mode setting appears on the display and becomes the default setting.

Refer to the following table to determine which Answer Mode setting you should use. From the first column in the table, choose the type of equipment and services applicable to your office setup. Then, look up the appropriate setting in the second column. The third column describes how the HP Officejet will answer incoming calls.

equipment/services sharing your fax line	recommended answer mode setting	description
None. (You have a separate fax line on which you do not receive voice calls.)	Fax	The HP Officejet automatically answers all incoming calls using the Rings to Answer setting. See **set the number of rings before answering** on page 47.
A shared voice and fax line with the HP Officejet 4250 Series (handset model) and no answering machine.	FaxTel (This mode only applies to the HP Officejet 4250 Series.)	The HP Officejet automatically answers all incoming calls using the Rings to Answer setting. See **set the number of rings before answering** on page 47. If the call is a fax call, the HP Officejet will receive the fax. If the call is a voice call, the HP Officejet will create a special ring to indicate it is a voice call. You will need to answer the incoming voice call using the attached handset. **Note:** If the HP Officejet determines the call is a voice call, only the HP Officejet will ring with the special ring tone. The other phones on the same phone line will not ring at all. You will need to answer the incoming voice call using the attached handset. You should not answer voice calls from other telephones on the line. The device cannot tell that you picked up the extension phone and will keep ringing. You will have to press **Cancel** on the HP Officejet to stop the ringing.
A shared voice and fax line, with either the HP Officejet 4210 Series or the HP Officejet 4250 Series.	Tel	The HP Officejet will *not* automatically answer calls. You will need to receive faxes manually by pressing Start Black or Start Color. For information on receiving faxes manually, see **receive a fax** on page 47. You might use this setting if the majority of calls on this phone line are voice calls and you rarely receive faxes.

equipment/services sharing your fax line	recommended answer mode setting	description
Voice mail service provided by your telephone company.	Tel	The HP Officejet will *not* automatically answer calls. You will need to receive faxes manually by pressing Start Black or Start Color. For information on receiving faxes manually, see **receive a fax** on page 47.
An answering machine *and* a shared voice and fax line.	AnswerMachine	The HP Officejet will *not* automatically answer calls. Instead, the answering machine will answer the call and the HP Officejet will monitor the line. If fax tones are detected, the HP Officejet will receive the fax. Otherwise, the answering machine will record the incoming message. **Note:** This is the recommended default setting if you have an answering machine.
Distinctive ringing service.	Fax	The HP Officejet automatically answers all incoming calls. Make sure the ring pattern the phone company set for your fax line matches the Answer Ring Pattern set for the HP Officejet. For more information, see **change the answer ring pattern (distinctive ringing)** on page 63.

receive a fax

By default, your HP Officejet automatically receives and prints incoming faxes.

Depending on your Answer Mode setting, the HP Officejet can receive faxes automatically or manually. For more information on Answer Mode, see **set the answer mode** on page 44.

> **Note:** If you set the Answer Mode to Tel, you need to receive faxes manually and respond in person to the incoming fax call. If Fax, FaxTel, or AnswerMachine is set, you can receive faxes automatically or manually.

You can receive faxes manually from the following:

- A phone directly connected to the HP Officejet (on the "2-EXT" port)
- A phone that is on the same telephone line, but not directly connected to the HP Officejet
- The front panel
- The attached handset (handset model only)

Refer to the following topics for information on receiving faxes.

This section contains the following topics:

- **set the number of rings before answering** on page 47
- **receive a fax manually from a phone** on page 48
- **receive a fax manually from the front panel** on page 48
- **receive a fax manually using the attached handset (hp officejet 4250 series only)** on page 49
- **poll to receive a fax** on page 49

set the number of rings before answering

You can specify how many rings should occur before your HP Officejet automatically answers the phone. The default is 2 rings (varies by country/region).

> **Note:** This setting applies only if you set the Answer Mode to Fax or FaxTel.

1. Press **Setup**.
2. Press **3**, then press **3**.
   This selects Basic Fax Setup and then Rings to Answer.

Basic Fax Setup
1: Date and Time
2: Fax Header
3: Rings to Answer
4: Fax Paper Size
5: Tone or Pulse Dialing
6: Ring Volume
7: Phone Line Monitor Volume
8: Fax Forwarding Black Only

3 Enter the appropriate number of rings to answer by using the keypad.

4 Press **OK** to accept the setting.

receive a fax manually from a phone

You can receive faxes manually from a phone that is:

- Directly connected to the HP Officejet (by using "2-EXT" port)
- On the same phone line, but is not connected to the HP Officejet

Note: If you would like to receive a fax manually using the attached handset (handset model only), see **receive a fax manually using the attached handset (hp officejet 4250 series only)** on page 49.

1 Remove any originals from the automatic document feeder.

2 Set the **Answer Mode** to **Tel** so that the HP Officejet does not automatically answer incoming calls. Or, set the **Rings to Answer** setting to a high number to allow you to answer the incoming call before the HP Officejet.

For information on setting the Answer Mode, see **set the answer mode** on page 44. For information on setting the number of Rings to Answer, see **set the number of rings before answering** on page 47.

3 To receive a fax manually from a phone, do one of the following:
   - If your phone is plugged into the back of the HP Officejet and you hear fax tones from a sending fax machine, press **Start Black** or **Start Color**.
   - If your phone is not plugged into the back of the HP Officejet (but is on the same phone line) and you hear fax tones from a sending fax machine, press **1 2 3** on your phone.
   - If you are currently on the phone with the sender using a phone connected to the HP Officejet, instruct them to press Start on their fax machine. Once you hear fax tones from a sending fax machine, press **Start Black** or **Start Color**.

4 Wait until you hear the HP Officejet send answering fax tones, then hang up the telephone.

The HP Officejet receives the fax.

receive a fax manually from the front panel

You can receive faxes manually from the front panel.

1 Remove any originals from the automatic document feeder.

2 Set the **Answer Mode** to **Tel** so that the HP Officejet does not automatically answer incoming calls. Or, set the **Rings to Answer** setting to a high number to allow you to answer the incoming call before the HP Officejet.

For information on setting the Answer Mode, see **set the answer mode** on page 44. For information on setting the number of Rings to Answer, see **set the number of rings before answering** on page 47.

3 When your HP Officejet rings, press **Start Black** or **Start Color**.

The HP Officejet receives the fax.

receive a fax manually using the attached handset (hp officejet 4250 series only)

You can receive faxes manually by using the attached handset.

Note: This section applies only to the HP Officejet 4250 Series models with attached handset. If you do not have an attached handset, see **receive a fax manually from a phone** on page 48 or **receive a fax manually from the front panel** on page 48.

1. Remove any originals from the automatic document feeder.
2. Set the **Answer Mode** to **Tel** so that the HP Officejet does not automatically answer incoming calls. Or, set the **Rings to Answer** setting to a high number to allow you to answer the incoming call before the HP Officejet.

   For information on setting the Answer Mode, see **set the answer mode** on page 44. For information on setting the number of Rings to Answer, see **set the number of rings before answering** on page 47.
3. To receive a fax manually from a phone, do one of the following:
   - If the HP Officejet rings, pick up the attached handset. If you hear fax tones from a sending fax machine, press **Start Black** or **Start Color**, and then press **2**.
   - If you are currently on the phone with the sender using the attached handset, instruct them to press Start on their fax machine first. Once you hear fax tones from a sending fax machine, press **Start Black** or **Start Color**.
4. Wait until you hear the HP Officejet send answering fax tones, and then hang up the telephone.

   The HP Officejet receives the fax.

poll to receive a fax

Polling allows your HP Officejet to ask another fax machine to send a fax that it has in its queue. When you use the Poll to Receive feature, the HP Officejet calls the designated fax machine and requests the fax from it. The designated fax machine must be set for polling and have a fax ready to send.

1. Press **Fax**.

   Phone Number appears in the top line of the display.
2. Enter the fax number of the other fax machine.
3. Press **Fax** until **How to Fax** appears in the top line of the display.
4. Press ▸ until **Poll to Receive** appears in the top line of the display.
5. Press **Start Black** or **Start Color**.

use the attached handset (hp officejet 4250 series only)

You can use the attached handset to answer incoming calls, make phone calls, receive faxes, and send faxes. While the HP Officejet is processing another job, such as copying, scanning, or printing, you can still use the handset for phone calls.

Note: If the HP Officejet is sending or receiving fax data, you will not be able to use the handset for phone calls. If you pick up the handset during faxing, you will not hear a dial tone. Wait for the HP Officejet to finish sending or receiving the fax before using the handset.

Use this section only if you have the HP Officejet 4250 Series (with the attached handset).

This section contains the following topics:

- **answer incoming calls using the handset** on page 50
- **make phone calls using the handset** on page 50
- **receive faxes using the handset** on page 51
- **send faxes using the handset** on page 51
- **adjust the handset volume** on page 51

answer incoming calls using the handset

- Pick up the attached handset.

  Note: If you are currently on the phone and receive another call, press Flash to answer the call waiting. Call waiting is a subscription service and is not available in all areas. Contact your phone company for information.

make phone calls using the handset

You can make phone calls using the attached handset. You can use Redial, Speed Dial, or a one-touch speed dial button to quickly dial numbers.

1. Pick up the attached handset.
2. Do one of the following:
   - Dial the number by using the numeric keypad.
   - Press **Redial** to dial the last number dialed.
   - Press **Speed Dial** until the appropriate individual speed-dial entry appears in the top line of the display (do not select a group speed-dial entry) and press **OK**.

     You can also scroll through the speed-dial entries by pressing ◀ or ▶ or enter the speed-dial entry code from the front panel.
   - Press a one-touch speed dial button and press **OK**.

     Press it once to access the first speed-dial entry and twice to access the second speed-dial entry assigned to that button.

receive faxes using the handset

- For information on receiving faxes by using the attached handset, see **receive a fax manually using the attached handset (hp officejet 4250 series only)** on page 49.

send faxes using the handset

- For information on sending faxes by using the attached handset, see **to send a fax manually using the attached handset (handset model only)** on page 44.

adjust the handset volume

Note: This feature has been disabled in those countries/regions where telephone regulations prohibit handset volume adjustment.

You can adjust the handset volume from Normal to Loud.

1. Pick up the attached handset.
2. Press ◂ to decrease the volume or ▸ to increase the volume.

   Note: You can also adjust volume of the ring tones and dial tone. For more information, see **adjust the ring volume** and **adjust the phone line monitor volume**.

set the fax header

The fax header prints your name and fax number on the top of every fax you send. We recommend that you use the Fax Setup Wizard during the HP Image Zone software installation to set up the fax header; however, you can also set it up from the front panel.

The fax header information is required by law in many countries/regions.

Note: In Hungary, the subscriber identification code (fax header) can be set or changed only by authorized personnel. For more information, contact your authorized HP dealer.

1. Press **Setup**.
2. Press **3**, then press **2**.

   This selects Basic Fax Setup and then selects Fax Header.
3. Enter your personal or company name at the prompt. For information on entering text from the front panel, see **enter text** on page 52.
4. Press **OK**.
5. Enter your fax number by using the numeric keypad.
6. Press **OK**.

You might find it easier to enter fax header information by using the HP Director that you installed with your HP Officejet. In addition to entering fax header information, you can enter cover page information. This information will be used when you send a fax from your computer and attach a cover page. For more information, see the onscreen hp image zone help that came with your software.

enter text

The following list provides tips for entering text by using the front panel keypad. Use these instructions to enter speed dial names and the fax header name.

- Press the keypad numbers that correspond to the letters of a name.

The letters A, B, and C correspond to the number 2, and so on.

- Press a button multiple times to see the available characters.

For example, to get this character:	¡	k	l	J	K	L	5
Press 5 this many times:	1	2	3	4	5	6	7

Note: Depending on your language and country/region setting, additional characters might be available.

- After the correct letter appears, wait for the cursor to automatically advance to the right, or press ▸. Press the number that corresponds to the next letter in the name. Press the button multiple times until the correct letter appears. The first letter of a word is automatically set to uppercase.

  Tip: The cursor will automatically advance to the right after two seconds.

- To insert a space, press **Space (#)** or ▸.
- To enter a symbol, such as *, press **Symbols (*)** repeatedly to scroll through the list of symbols. The symbols are available to visually separate text for easier reading. The list of available symbols for a name is: @ . _ - & / : ; , ? * ( ) ‘ = + # ! % “
- If you make a mistake, press ◂ to clear it, and then make the correct entry.
- After you are done entering text, press **OK** to store your entries.

enter a phone number

The following list provides tips for entering phone numbers. Use these instructions to enter speed dial phone numbers and the fax header number.

- Press the keypad number and wait for the cursor to automatically advance to the right, or press ▸.

  Tip: The cursor will automatically advance to the right after two seconds.

- To enter a three-second pause, press **Redial/Pause**.

- To enter a symbol, such as *, press **Symbols (*)** repeatedly to scroll through the list of symbols. The following table represents the available symbols.

available symbols:	description:
*	Provides the Dual Tone Multiple-Frequency (DTMF) tones assigned to the asterisk character.
–	When auto-dialing, the HP Officejet enters a three-second pause in the number sequence.
( )	Displays a left or right parenthesis to visually separate numbers, such as area codes, for easier reading. These symbols do not affect dialing.
W	When auto-dialing, W causes the HP Officejet to wait for a dial tone before continuing to dial.
R	During auto-dialing, the R functions the same as the Flash button.
+	Displays a plus symbol in the fax header. This symbol does not affect dialing

- If you make a mistake, press ◄ to clear it, and then make the correct entry.
- After you are done entering text, press **OK** to store your entries.

print reports

You can set up your HP Officejet to automatically print error reports and confirmation reports for each fax you send and receive. You can also manually print system reports as you need them; these reports provide useful system information about your HP Officejet.

By default, your HP Officejet is set to print a report only if there is a problem with sending or receiving a fax. A confirmation message that indicates whether a fax was successfully sent appears briefly on the front panel display after each transaction.

This section contains the following topics:

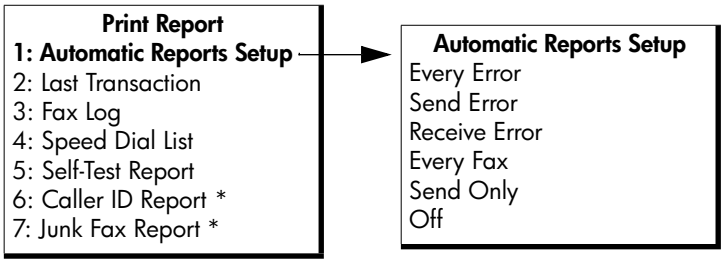
- **generate reports automatically** on page 53
- **generate reports manually** on page 54

generate reports automatically

This setting lets you configure your HP Officejet so that it automatically prints error and confirmation reports.

Note: If you need printed confirmation each time your faxes are successfully sent, follow these instructions *before* sending any faxes.

1. Press **Setup**.
2. Press **1**, then press **1**.
   This selects Print Report and then selects Automatic Reports Setup.



* Not available in all countries/regions. This menu item does not appear in the Print Report menu if any of the following apply:

- Caller ID service is not supported in your country/region.
- Your country/region Caller ID service is not supported by the HP Officejet.

3 Press ▸ to scroll through the following report types:
   - **Every Error**: prints whenever there is any kind of fax error (default).
   - **Send Error**: prints whenever there is a transmission error.
   - **Receive Error**: prints whenever there is a receiving error.
   - **Every Fax**: confirms every time a fax is sent or received.
   - **Send Only**: prints every time a fax is sent.
   - **Off**: does not print fax reports.

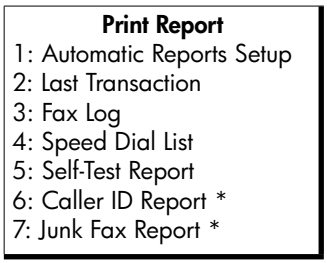
   Note: If you select Send Only, you will also receive error reports if there is any kind of error generated.

4 Press **OK** to select a report.

generate reports manually

You can manually generate reports about your HP Officejet, such as the status of the last fax you sent, a list of programmed speed-dial entries, or a Self-Test Report for diagnostic purposes.

1 Press **Setup**, then press **1**.
   This selects Print Report.



* Not available in all countries/regions. This menu item does not appear in the Print Report menu if any of the following apply:

- Caller ID service is not supported in your country/region.
- Your country/region Caller ID service is not supported by the HP Officejet.

2 Press ▸ to scroll through the following report types:
   - **Automatic Reports Setup**: prints automatic reports as described in **generate reports automatically** on page 53.
   - **Last Transaction**: prints details of the last fax transaction.
   - **Fax Log**: prints a log of the last 30 fax transactions.
   - **Speed Dial List**: prints a list of programmed speed-dial entries.
   - **Self-Test Report**: prints a report to assist you in diagnosing print and alignment problems. For more information, see **print a self-test report** on page 80.
   - **Caller ID Report**: prints a log of the last 30 Caller ID calls. The report prints the phone number, the date and time, and the name of the caller (if available).

   Note: Caller ID service is not available in all countries/regions. If Caller ID service is not supported in your country/region, this menu item will not appear in the Print Report menu. Further, a Caller ID service is dependent on country/region telephone system programming and may not be compatible with the HP Officejet internal programming. For information, see **use caller ID** on page 66.

   - **Junk Fax Report**: prints a report of the fax numbers you designated to block. For more information, see **block junk fax numbers** on page 66.

3 Press **OK** to select a report.

set up speed dialing

You can assign speed-dial entries to frequently used fax numbers. Use the one-touch speed dial buttons on the front panel to quickly send faxes. You can also press Speed Dial to scroll through and select from the list of speed-dial entries.

The first 10 speed-dial entries are automatically saved to the 5 one-touch speed dial buttons on the front panel. When you create more than 5 speed-dial entries, 2 speed-dial entries will be assigned to a button. Press the one-touch speed dial button repeatedly to toggle between the numbers. For example, press the first one-touch button to toggle between speed-dial entries 1 and 6, press the second one-touch button to toggle between speed dial entries 2 and 7, and so on, through the fifth one-touch button. For information on using one-touch speed dial buttons, see **send a fax using speed dials** on page 40.

We recommend that you use the HP Director to set up speed-dial settings; however, you can also use the front panel.

> You can quickly and easily set up speed-dial entries from your computer by using the HP Director. For more information, see the onscreen hp image zone help that came with your software.

This section contains the following topics:

- **create individual speed-dial entries** on page 56
- **add group speed-dial entries** on page 56
- **update speed-dial entries** on page 57
- **delete speed-dial entries** on page 57

create individual speed-dial entries

You can create speed-dial entries for fax numbers that you use frequently.

1. Press **Setup**.
2. Press **2**, then press **1**.
   This selects Speed Dial Setup and then selects Individual Speed Dial.

Speed Dial Setup
1: Individual Speed Dial
2: Group Speed Dial
3: Delete Speed Dial

   The first unassigned speed-dial entry appears on the display.
3. Press **OK** to select the displayed speed-dial entry.

   Tip: To select another empty entry, press ◂ or ▸, and then press OK.
4. Enter the fax number to assign to that entry, and then press **OK**.
   The fax number can be up to 50 digits in length.

   Tip: To enter a pause in the fax number, press Redial/Pause.
5. Enter the name, and then press **OK**.
   The name is limited to 13 characters in length.
   For more information on entering text, see **enter text** on page 52.
6. After **Enter Another?** appears, press **1 (Yes)**, if you want to set up another number, or press **2 (No)** to exit.

add group speed-dial entries

This feature allows you create groups of up to 62 individual speed-dial entries so that you can send black-and-white faxes to specific groups of people with one speed-dial button.

Note: You can only send black-and-white faxes to groups; color faxes and Very Fine resolution are not supported for group faxing.

You can only assign previously entered speed-dial numbers to a group. Additionally, only individual speed-dial entries can be added; you can't assign a group to another group.

1. Press **Setup**.
2. Press **2**, then press **2**.
   This selects Speed Dial Setup and then selects Group Speed Dial.

Speed Dial Setup
1: Individual Speed Dial
2: Group Speed Dial
3: Delete Speed Dial

The first unassigned speed-dial entry appears on the display.

3 Press **OK** to select the displayed speed-dial entry.

Tip: To select another empty entry, press ◀ or ▶, and then press OK.

4 Press ◀ or ▶ to select an individual speed-dial entry to add the to the group. You can also enter the speed-dial code by using the front panel.

5 Press **OK**.

6 After **Enter Another?** appears, press **1 (Yes)**, to add another individual speed-dial entry.

7 When you have added all your entries, press **2 (No)**.

8 Enter the group speed-dial name, and then press **OK**.

The name is limited to 42 characters in length.

For more information on entering text, see **enter text** on page 52.

9 After **Another Group?** appears, press **1 (Yes)**, if you want to set up another group speed dial, or press **2 (No)** to exit.

update speed-dial entries

You can change the phone number or name of an individual speed-dial entry.

Note: If the individual speed-dial entry is also a part of a speed-dial group, the speed-dial group will reflect the any updates made to the individual speed-dial entry.

1 Press **Setup**.

2 Press **2**, then press **1**.

This selects Speed Dial Setup and then selects Individual Speed Dial.

3 Press ◀ or ▶ to scroll through the speed-dial entries, and then press **OK** to select the appropriate entry.

4 When the current fax number appears, press ◀ to erase it.

5 Reenter the fax number.

Tip: To enter a pause in the fax number, press Redial/Pause.

6 Press **OK** to save the new number.

7 If you need to change the name, press ◀ to erase it, and then reenter the name using the keypad.

8 Press **OK**.

9 Press **1 (Yes)** to update another entry or **2 (No)** to exit.

delete speed-dial entries

Follow these steps to delete an individual or group speed-dial entry.

1 Press **Setup**.

2 Press **2**, then press **3**.

This selects Speed Dial Setup and then selects Delete Speed Dial.

3 Press ▶ until the speed-dial entry that you want to delete appears, and then press **OK**. You can also enter the speed-dial code by using the front panel.

Tip: You can also cancel fax forwarding by pressing Cancel and then 2, when "Fax Forwarding" appears on the front panel display.

change fax resolution and lighter/darker settings

You can change the fax resolution and lighter/darker settings of documents that you are sending.

Note: These settings do not affect copy settings. Copy resolution and copy contrast are set independently from fax resolution and fax contrast. Also, the settings that you change from the front panel do not affect faxes sent from your computer.

This section contains the following topics:

- change the fax resolution on page 58
- change lighter/darker setting on page 59
- set new defaults on page 59

change the fax resolution

The Fax Resolution setting affects the transmission speed and quality of faxed black-and-white documents. The HP Officejet only sends faxes at the highest resolution supported by the receiving fax machine. You can only change the fax resolution for faxes that you are sending in black and white. All color faxes will be sent using Fine resolution. The following Fax Resolution settings are available:

- Fine: this is the default setting. It provides high-quality text suitable for faxing most documents.
- Very Fine: use this setting when you are faxing documents with very fine detail. If you choose this option, be aware that the faxing process takes longer to complete and you can only send black-and-white faxes.
- Photo: this setting provides the best quality fax when sending photographs. If you choose Photo, be aware that the faxing process takes longer to complete. When faxing photographs, we recommend that you choose Photo.
- Standard: this setting provides the fastest possible transmission with the lowest quality of fax.

1. Load your original face down and top first in the document feeder tray.
   For more information, see load originals on page 25.
2. Press **Fax Resolution** until the desired resolution setting appears.

   Note: The Fax Resolution setting you select is retained until you change it again.

   Tip: You can also change the Fax Resolution by pressing Fax, then using ◂ or ▸ to scroll to Fax Resolution and then press OK. Use ◂ or ▸ to scroll to the setting you want and press OK again.
3. Enter the fax number by using the keypad, press a one-touch speed dial button, or press **Speed Dial** until the appropriate speed-dial entry appears.
4. Press **Start Black**.

   Note: If you press Start Color, the fax will be sent using the Fine setting.

change lighter/darker setting

Use this setting to change the contrast of a fax to be darker or lighter than the original. This feature is useful if you are faxing a document that is faded, washed out, or hand written. You can darken the original by adjusting the contrast.

Your changes revert to the default values after two minutes of inactivity, unless you set them as the default. For information, see **set new defaults** on page 59.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Enter the fax number by using the keypad, press a one-touch speed dial button, or press **Speed Dial** until the appropriate speed-dial entry appears.
4. Press **Fax** until **Lighter/Darker** appears in the top line of the display.
   The range of values appears as a circle on a scale on the display.
5. Press ◂ to lighten the fax or ▸ to darken it.
   The circle moves left or right as you press a button.
6. Press **Start Black** or **Start Color**.

set new defaults

You can change the default values for the Lighter/Darker setting through the front panel.

1. Load your original face down and top first in the document feeder tray.
   For more information, see **load originals** on page 25.
2. Press **Fax**.
   Phone Number appears in the top line of the display.
3. Enter the fax number by using the keypad, press a one-touch speed dial button, or press **Speed Dial** until the appropriate speed-dial entry appears.
   For more information on speed dials, see **set up speed dialing** on page 55.
4. Press **Fax** until **Lighter/Darker** appears in the top line of the display.
5. Make your changes, as needed.
6. Press **Fax** again until **Set New Defaults** appears in the top line of the display.
7. Press ▸ to select **Yes**.
8. Press **Start Black** or **Start Color**.
   The HP Officejet uses the new default setting to send your fax.

set fax options

There are numerous fax options that you can set, such as controlling whether the HP Officejet redials a busy number automatically. When you make changes to the following options, the new setting becomes the default. Review this section for information on changing fax options.

This section contains the following topics:

- **set the date and time** on page 60
- **set the paper size for received faxes** on page 61
- **set tone or pulse dialing** on page 61
- **adjust the ring volume** on page 61
- **adjust the phone line monitor volume** on page 62
- **forward faxes to another number** on page 62
- **edit or cancel fax forwarding** on page 62
- **change the answer ring pattern (distinctive ringing)** on page 63
- **redial a busy or unanswered number automatically** on page 63
- **set automatic reduction for incoming faxes** on page 64
- **use error correction mode** on page 65
- **set the fax speed** on page 65
- **use caller ID** on page 66
- **block junk fax numbers** on page 66
- **set backup fax reception** on page 67

set the date and time

You can set the date and time from the front panel. When a fax is transmitted, the current date and time are printed along with the fax header. The date and time format is based upon the language and country/region setting.

1. Press **Setup**.
2. Press **3**, then press **1**.
   This selects Basic Fax Setup and then selects Date and Time.
3. Enter the month, day, and year (last two digits only) by pressing the appropriate number on the keypad. Depending on your country/region setting, you might enter the date in a different order.
   The underline cursor presented initially beneath the first digit advances automatically to each digit each time you press a button. The time prompt automatically appears after you enter the last digit of the date.
4. Enter the hours and minutes.
   The AM/PM prompt automatically appears after the last digit of the time is entered if your time is displayed in the 12-hour format.
5. If prompted, press **1** for AM or **2** for PM.
   The new date and time settings appear on the front panel display.

set the paper size for received faxes

You can select the paper size for received faxes. The paper size selected should match what is loaded in your paper tray. Faxes can be printed on letter, A4, or legal paper only (varies by country/region).

Note: If an incorrect paper size is loaded in the paper tray when a fax is received, the fax will not print and an error message appears on the display. Load letter, A4, or legal paper, and then press OK to print the fax.

1. Press **Setup**.
2. Press **3**, then press **4**.
   This selects Basic Fax Setup and then Fax Paper Size.
3. Press ▸ to select an option, and then press **OK**.

set tone or pulse dialing

You can set the dial mode for tone or pulse dialing. Most phone systems work with either type of dialing. If you have a public phone system or a private branch exchange (PBX) system that requires pulse dialing, you may need to select Pulse Dialing. The default setting is Tone Dialing. Some phone system features might not be accessible if pulse dialing is used. In addition, it can take longer to dial a fax number with pulse dialing. Contact your local phone company if you are unsure which setting to use.

Note: Pulse dialing is not available in all countries. If your phone system does not require pulse dialing, we recommend using the default setting of Tone Dialing.

1. Press **Setup**.
2. Press **3**, then press **5**.
   This selects Basic Fax Setup and then Tone or Pulse Dialing.
3. Press ▸ to select between **Tone** or **Pulse**.
4. Press **OK**.

adjust the ring volume

The HP Officejet provides four levels for adjusting how loud it will ring when there is an incoming fax or phone call. You can select Off, Low, Medium, or High. The default setting is Medium.

1. Press **Setup**.
2. Press **3**, then press **6**.
   This selects Basic Fax Setup and then selects the Ring Volume.
3. Press ▸ to select an option, and then press **OK**.

adjust the phone line monitor volume

The Phone Line Monitor Volume setting allows you to control the volume of the dial tones and fax tones. You can select Low, Medium, or High. The default setting is Medium.

1. Press **Setup**.
2. Press **3**, then press **7**.
   This selects Basic Fax Setup and then selects the Phone Line Monitor Volume.
3. Press ▸ to select an option, and then press **OK**.

forward faxes to another number

Use the Fax Forwarding feature to forward your received faxes to another fax number. During the period you have Fax Forwarding enabled, your HP Officejet will not print received faxes. If a color fax is received, it will be forwarded in black-and-white.

1. Press **Setup**.
2. Press **3**, then press **8**.
   This selects Basic Fax Setup and then selects the Fax Forwarding Black Only.
3. Press ▸ to select **On**, and then press **OK**.
4. At the prompt, enter the number of the fax machine that will receive the forwarded faxes.
5. Press **OK**.
   Fax Forwarding appears on the display.

edit or cancel fax forwarding

Once fax forwarding is enabled, you might need to change the number you are forwarding to or you might want to cancel your fax forwarding setup altogether. Follow the steps below to edit or turn off fax forwarding.

1. Press **Setup**.
2. Press **3**, then press **8**.
   This selects Basic Fax Setup and then selects Fax Forwarding Black Only.
3. Press ▸ to select **Off**, and then press **OK**.

   Tip: You can also cancel fax forwarding by pressing Cancel and then 2, when "Fax Forwarding" appears on the front panel display.

change the answer ring pattern (distinctive ringing)

Many phone companies offer a distinctive ringing feature that allows you to have several phone numbers on one phone line. When you subscribe to this service, each number will have a different ring pattern, for example, single, double, and triple rings.

If you connect your HP Officejet to a line with distinctive ringing, have your telephone company assign one ring pattern to voice calls and another to fax calls. We recommend that you request double or triple rings for a fax number. When the HP Officejet detects the specified ring pattern, it will answer the calls and receive the fax.

If you do not have this service, use the default ring pattern, which is All Rings.

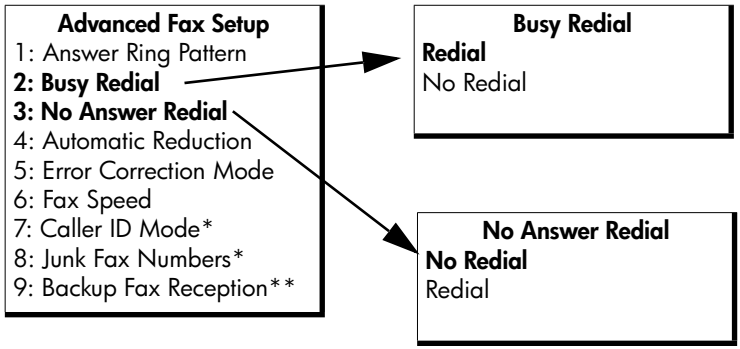
1. Verify that the correct Answer Mode setting is selected. For information, see **set the answer mode** on page 44.
2. Press **Setup**.
3. Press **4**, then press **1**.
   This selects Advanced Fax Setup and then selects Answer Ring Pattern.
4. Press ▸ to scroll through these options: **All Rings**, **Single Rings**, **Double Rings**, **Triple Rings**, and **Double & Triple**.
5. When the ring pattern that the phone company established for your fax number appears on the display, press **OK**.

   Note: If you do not have distinctive ringing service, use the default ring pattern, which is All Rings.

redial a busy or unanswered number automatically

You can set your HP Officejet to redial a busy or an unanswered number automatically. The default setting for Busy Redial is Redial. The default setting for No Answer Redial is No Redial.

1. Press **Setup**.
2. Do one of the following:
   - To change the **Busy Redial** setting, press **4**, and then press **2**.
     This selects Advanced Fax Setup, and then selects Busy Redial.
   - To change the **No Answer Redial** setting, press **4**, and then press **3**.
     This selects Advanced Fax Setup and then selects No Answer Redial.



* Not available in all countries/regions. This menu item does not appear in the Advanced Fax Setup menu if any of the following apply:

- Caller ID service is not supported in your country/region.
- Your country/region Caller ID service is not supported by the HP Officejet.

**If Caller ID service does not appear in the menu, Backup Fax Reception will be number 7.

3 Press ▸ to select **Redial** or **No Redial**.

4 Press **OK**.

set automatic reduction for incoming faxes

This setting determines what your HP Officejet does if it receives a fax that is too large for the default paper size. With this setting on (the default), the image is reduced so that it fits on one page, if possible. With this feature off, information that doesn't fit on the first page is printed on a second page. Automatic Reduction is useful when you receive a legal-size fax and letter-size paper is loaded in the paper tray.

1 Press **Setup**.

2 Press **4**, then press **4**.
This selects Advanced Fax Setup and then selects Automatic Reduction.

3 Press ▸ to select **On** or **Off**.

4 Press **OK**.

use error correction mode

Error Correction Mode (ECM) eliminates data lost due to poor phone lines by detecting errors that occur during transmission and automatically requesting retransmission of the erroneous portion. Phone charges are unaffected, or might even be reduced, on good phone lines. On poor phone lines, ECM increases sending time and phone charges, but sends the data much more reliably. Turn ECM off (the default setting is on) only if it increases phone charges substantially, and you can accept poorer quality in exchange for reduced charges.

Note: If your Fax Speed setting is set to Fast or you are sending a color fax, then ECM is always On.

1. Press **Setup**.
2. Press **4**, then press **5**.
   This selects Advanced Fax Setup and then selects Error Correction Mode.
3. Press ▸ to select **On** or **Off**.
4. Press **OK**.

set the fax speed

You can set the fax speed used to communicate between your HP Officejet and other fax machines when sending and receiving faxes. The default fax speed is Fast.

In certain environments, setting the fax speed to a slower speed might be required. For example, if you use one of the following:

- an Internet phone service
- a PBX system
- Fax over Internet Protocol (FoIP)
- an integrated services digital network (ISDN) service

Also, if you experience problems sending and receiving faxes, you might want to try setting the Fax Speed to Medium or Slow. If you want to send with ECM turned off, you must use Medium or Slow. The following fax speeds are available.

fax speed setting	fax speed
Fast	v.34 or 33600 bps
Medium	v.17 or 14400 bps
Slow	v.29 or 9600 bps

1. Press **Setup**.
2. Press **4**, then press **6**.
   This selects Advanced Fax Setup and then Fax Speed.
3. Press ▸ to select an option, and then press **OK**.

use caller ID

Caller ID Mode allows you to view the phone number or names of callers on the front panel display, if you subscribe to Caller ID service through your phone company.

If you subscribe to supported Caller ID service through the phone company, you can block future faxes from designated numbers using the Junk Fax Numbers feature.

> **Note:** Caller ID service is available through your phone company. It is not supported in all countries/regions and not all country/region Caller ID services are compatible with the HP Officejet. If it is not supported in your country/region or it is not compatible, you will not see Caller ID Mode in the Advanced Fax Menu. For more information on Caller ID service, contact your phone company.

In addition to viewing the numbers or names of callers, you can also block numbers so that the HP Officejet will not receive faxes from those numbers. For more information on blocking numbers, see **block junk fax numbers** on page 66.

1. Press **Setup**.
2. Press **4**, then press **7**.
   This selects Advanced Fax Setup and then Caller ID Mode.
3. Press ▸ to select one of the following options:
   - **On**: select this option to activate Caller ID Mode.
   - **On (Block Junk)**: select this option to activate Caller ID Mode and block junk fax numbers.
   - **Off**: select this option to turn off Caller ID Mode.
4. Press **OK**.

block junk fax numbers

If you subscribe to Caller ID service through the phone company, you can block future faxes from designated numbers using the Junk Fax Numbers feature. You can block faxes from up to 20 numbers.

Before using this feature, you must set the Caller ID Mode to On (Block Junk). For information, see **use caller ID** on page 66.

> **Note:** Caller ID service is available through your phone company. It is not supported in all countries/regions and the feature may not be compatible with the HP Officejet. If it is not supported in your country/region, you will not see Junk Fax Numbers in the Advanced Fax Menu. For more information on Caller ID service, contact your phone company.

> **Note:** You can also block faxes using the HP Director, however, you may find that the front panel method is better. For more information, see the see the onscreen hp image zone help Help that came with your software.

to add junk fax numbers

1. Press **Setup**.
2. Press **4**, then press **8**.
   This selects Advanced Fax Setup and then Junk Fax Numbers.
3. Press ▸ to select **Add**, and then press **OK**.
   The most recently received Caller ID number appears on the display.
4. Press ◂ or ▸ to scroll through the list of Caller ID numbers, and then press **OK** to select a number to add to the list.
5. If you want to add another number to the list, press **1** (Yes). Otherwise, press **2** (No).
6. If you pressed **1**, repeat steps 4 and 5 until you have finished adding Caller ID numbers to the list.

to delete junk fax numbers

1. Press **Setup**.
2. Press **4**, then press **8**.
   This selects Advanced Fax Setup and then Junk Fax Numbers.
3. Press ▸ to select **Delete**, and then press **OK**.
   The first Junk Number appears on the display.
4. Press ◂ or ▸ to scroll through the list of numbers, and then press **OK** to delete the selected number from the list.
5. If you want to delete another number from the list, press **1** (Yes). Otherwise, press **2** (No).
6. If you pressed **1**, repeat steps 4 and 5 until you have finished deleting numbers from the list.

set backup fax reception

Use the Backup Fax Reception feature to store received faxes in memory. For example, if your print cartridge runs out of ink while receiving a fax, the fax will be stored in memory. Then, once you have replaced the print cartridge, you can print out the fax. The front panel display notifies you when there are faxes in stored in memory that need to be printed. The front panel display notifies you when there are faxes stored in memory that need to be printed.

By default, Backup Fax Reception is enabled. For information on printing faxes stored in memory, see **reprint the faxes in memory** on page 68.

> **Note:** If the memory becomes full, the HP Officejet overwrites the oldest, printed faxes. All unprinted faxes will remain in memory until they are printed or deleted. When the memory becomes full of unprinted faxes, the HP Officejet will not receive any more fax calls until the unprinted faxes are printed. To delete all faxes in memory, including the unprinted faxes, unplug your HP Officejet.

1. Press **Setup**.
2. Press **4**, then press **7** or **9** (depends on your country/region).
   This selects Advanced Fax Setup and then Backup Fax Reception.

3 Press ▸ to select one of the following options:
   – **On**: select this option to activate Backup Fax Reception.
   – **Off**: select this option to turn off Backup Fax Reception.
4 Press **OK**.

set the country and language

Usually, you set the language and country/region when you first set up the HP Officejet. However, you can change these settings at any time.

1 Press **Setup**.
2 Press **6**, then press **3**.
   This selects Preferences and then selects Set Language & Country/Region.
   Press 11 for English appears on the display. You can press ▸ to scroll through the available language or wait for them to display automatically.
3 When you see the language you want, enter its two-digit number using the keypad.
4 When prompted to confirm the language, press **1** for Yes or **2** for No.
   You are prompted with all the countries/regions for the selected language. You can also scroll through the countries/regions using ◂ or ▸.
5 Using the keypad, enter the two-digit number for the desired country/region.
6 When prompted, press **1** for Yes or **2** for No.

reprint the faxes in memory

Reprint Faxes in Memory enables you to reprint a fax stored in memory. The faxes are printed in reverse order with the most recently received fax printed first. Any time the HP Officejet begins printing a fax you do not need, press Cancel to stop it from printing. The HP Officejet begins printing the next fax in memory.

Note: You will need to press Cancel for each stored fax in order to stop it from printing.

1 Press **Setup**.
2 Press **5**, then press **4**.
   This selects Tools and then selects Reprint Faxes in Memory.
   The faxes are printed from memory.

stop faxing

- To stop a fax you are sending or receiving, press **Cancel**.
- To cancel a number your are currently dialing and bring up a dial tone, press **Flash**.

  Note: If the HP Officejet is already connected to the other fax machine and sending or receiving fax data, you must press Cancel to cancel the fax. Flash will not cancel a fax that is already in progress.

6 print from your computer

Most print settings are automatically handled by the software application you are printing from or by HP ColorSmart technology. You only need to change the settings manually when you change print quality, print on specific types of paper or film, or use special features.

This section contains the following topics:

- **print from a software application** on page 71
- **set printing options** on page 72
- **stop a print job** on page 74

The HP Officejet can perform special print jobs such as printing borderless images, posters, and printing on transparency film. For more information on performing special print jobs, see the onscreen hp image zone help that came with your software.

print from a software application

Follow these steps to print from the software application that you used to create your document.

Windows users

1. Load the paper tray with the appropriate paper.
   Form more information, see **load paper and load originals** on page 15.
2. From your software application's **File** menu, select **Print**.
3. Make sure that you select the HP Officejet.
   If you need to change settings, click the button that opens the Properties dialog box (depending on your software application, this button might be called Properties, Options, Printer Setup, or Printer), and then select the appropriate options for your print job by using the features available in the Paper/Quality, Finishing, Effects, Basics, and Color tabs.
   Note: When printing a photo, you must select options for the correct paper type and photo enhancement. See the **hp image zone help** that came with your computer for more information.
4. Click **OK** to close the **Properties** dialog box.
   The settings you select apply only to the current print job. To set print settings for all jobs, see **set printing options** on page 72.
5. Click **OK** to begin your print job.

Macintosh users

To specify a document's paper size, scaling, and orientation, use the Page Setup dialog box. To specify other print settings for a document, and to send the document to the printer, use the Print dialog box.

Note: The following steps are specific to OS X. For OS 9, the steps might be slightly different. Be sure to select the HP Officejet in the Print Center (OS X) or in the Chooser (OS 9) before you begin printing.

1. From your software application's **File** menu, select **Page Setup**.
   The Page Setup dialog box appears.
2. In the **Format for** pull-down menu, select the HP Officejet.
3. Change other settings as needed:
   - Select the paper size. (To set a custom paper size, select Custom Paper Size from the Settings pull-down menu.)
   - Select the orientation.
   - Enter the scaling percentage.

   For OS 9, the Page Setup dialog box includes options to rotate or mirror the image, and to edit custom paper sizes.
4. Click **OK**.
5. From your software application's **File** menu, select **Print**.
   The Print dialog box appears.
   If you are using OS X, the Copies & Pages panel opens. If you are using OS 9, the General panel opens.
6. Select the print settings appropriate for your project.
   Use the pull-down menus to access the other panels.
7. Click **Print** to begin printing.

set printing options

You can customize the print settings of the HP Officejet to handle nearly any print task including customized, high-quality photos and documents.

Windows users

If you want to change print settings, you need to decide if you want to change them for the current job, or for all jobs. How you display print settings depends on whether or not you want to make the setting permanent.

to change the print settings for all future jobs

1. In the **HP Director**, click **Settings**, and then select **Printer Settings**.
2. Make changes to the print settings, and click **OK**.

to change the print settings for the current print job

1. From your software application's **File** menu, select **Print, Print Setup**, or **Page Setup**. Make sure that the selected printer is the HP Officejet.
2. Click **Properties**, **Options**, **Printer Setup**, or **Printer** (the option names are different depending on your software application).
3. Make changes to the settings, and click **OK**.
4. Click **OK** to print the job.

Macintosh users

- To display the **Page Setup** dialog box, open the document you want to print, then select **Page Setup** from the **File** menu.

  Note: To find out more about the settings in a particular panel, click the ? in the lower left corner of the Page Setup dialog box.

page attributes panel

Use the Page Attributes panel in the Page Setup dialog box to select the Page Size, document Scaling, or Orientation. In OS 9, you can also choose to print a Mirror Image or select Borderless printing. In OS X, you can select the HP Officejet from this panel; in OS 9 use the Chooser to select the HP Officejet.

application attributes panel

Use the Application Attributes panel to set print options specific to the software application being used.

summary panel

In OS X, use the Summary panel to view the print settings for the document. In OS 9, this information appears on the General panel in the Print dialog box.

- To display the **Print** dialog box, open the document you want to print, then select **Print** from the **File** menu.

  Note: To find out more about the settings in a particular panel, click the ? in the lower left corner of the Print dialog box.

copies & pages panel

Use the Copies & Pages panel on OS X and General panel on OS 9 in the Print dialog box to select the number of copies and the pages you want to print. You can also choose to collate your prints from this panel.

- Click the **Preview** button to see a preview of the printed document.

layout panel

Use the Layout panel in the Print dialog box to print multiple pages on a sheet and to determine the order in which they will print. You can also choose border options from this panel.

output options panel (OS X)

Use the Output Options panel in the Print dialog box to save your file as an Adobe Acrobat PDF® (portable document format) file. The HP Officejet does not support PostScript printing.

- Select the **Save as File** check box to save your document as a PDF file.

  Note: The Output Options panel is not available in OS 9.

paper type/quality panel

Use the Paper Type/Quality panel on OS X and General panel on OS 9 in the Print dialog box to select the paper type, print quality, and on OS X, color settings. You can also use this panel to change the contrast and sharpness of your digital photos and to adjust the amount of ink you want to use in your prints.

The Color Options and Digital Photo tabs in OS X appear as separate pull-down panels in OS 9. If you are using OS 9, use the Color and Digital Photography pull-down panels to select your settings.

stop a print job

You can stop a print job from the HP Officejet or from your computer, although we recommend the following method for best results.

- To stop a print job from the HP Officejet, press **Cancel** on the front panel. Look for the **Print Cancelled** message on the front panel display. If it doesn't appear, press **Cancel** again.

  The HP Officejet prints any pages it has already started printing and then cancels the remainder of the job. This can take a few moments.

7 order supplies

You can order print cartridges, recommended types of HP paper, and HP Officejet accessories online from the HP website.

This section contains the following topics:

- **order media** on page 75
- **order print cartridges** on page 75
- **order other supplies** on page 75

order media

To order media such as HP Premium Paper, HP Premium Inkjet Transparency Film, HP Iron-On Paper, or HP Greeting Cards, go to:

www.hp.com

Choose your country/region, and then select Buy or Shopping.

order print cartridges

The following table lists the print cartridges that are compatible with your HP Officejet. Use this information to determine which print cartridge to order.

print cartridges	hp reorder number
HP black inkjet print cartridge	#56, 19 ml black print cartridge
HP tri-color inkjet print cartridge	#57, 17 ml color print cartridge
HP photo inkjet print cartridge	#58, 17 ml color print cartridge
HP black inkjet print cartridge	#27, 10 ml black print cartridge
HP tri-color inkjet print cartridge	#28, 8 ml color print cartridge

Get more information about print cartridges from the HP website:

www.hp.com

Choose your country/region, and then select Buy or Shopping.

order other supplies

To order other supplies such as HP Officejet software, a copy of the printed User Guide, a Setup Poster, or other customer-replaceable parts, call the appropriate number.

- In the U.S. or Canada, dial 1-800-HP-INVENT (1-800-474-6836).
- In Europe, dial +49 180 5 290220 (Germany) or +44 870 606 9081 (U.K.).

To order HP Officejet software in other countries/regions, call the phone number for your countries/regions. The numbers listed below are current as of the publication date of this guide. For a list of current ordering numbers, go to the following website and choose your own country/region or language:

www.hp.com/support

country/region	number for ordering
Asia Pacific	65 272 5300
Australia	61 3 8877 8000
New Zealand	0800 441 147
South Africa	+27 (0)11 8061030
U.S. and Canada	1-800-HP-INVENT (1-800-474-6836)

8 maintain your hp officejet

The HP Officejet requires little maintenance. Sometimes you might want to clean the glass and white strip on back of the lid to remove surface dust and ensure that your copies and scans remain clear. You might also want to replace, align, or clean your print cartridges from time to time. This section provides instructions for keeping your HP Officejet in top working condition. Perform these simple maintenance procedures as necessary.

This section contains the following topics:

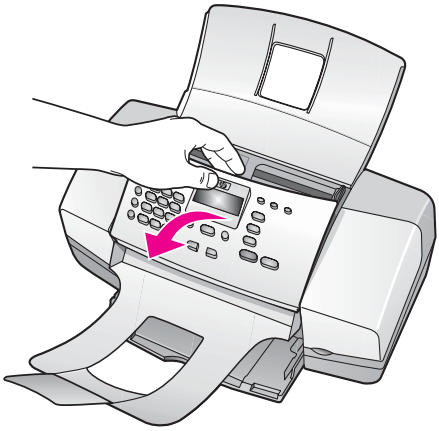
- **clean the glass** on page 77
- **clean the white strip** on page 78
- **clean the exterior** on page 79
- **work with print cartridges** on page 79
- **replace the telephone cord** on page 89
- **restore factory defaults** on page 90
- **set the scroll speed** on page 90
- **set the prompt delay time** on page 91
- **self-maintenance sounds** on page 92

clean the glass

Dirty glass from dust, smudges, hair, and so on slows down performance and affects the accuracy of features such as Photo Fit to Page, Copy, and Scan.

1 Turn off the HP Officejet, unplug the power cord, and raise the scanner lid.

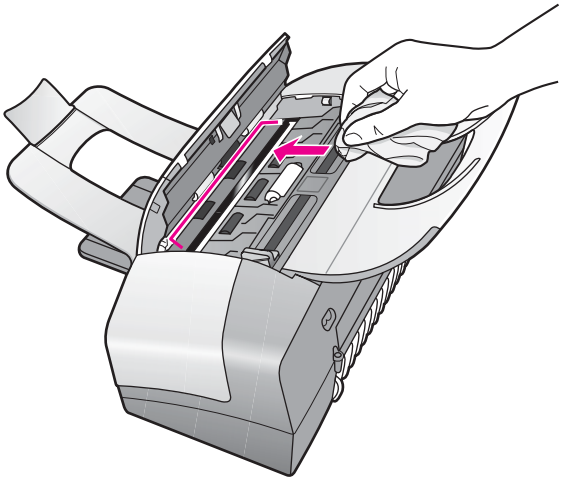
Note: Print all faxes that are in memory before unplugging the power cord. Faxes in memory will be lost when the power cord is unplugged. See **reprint the faxes in memory** on page 68.



2 Clean the glass with a soft cloth or sponge slightly moistened with a nonabrasive glass cleaner.

Caution! Do not use abrasives, acetone, benzene, or carbon tetrachloride on the glass; these can damage it. Do not place or spray liquids directly on the glass. They might seep under it and damage the HP Officejet.

3 Dry the glass with a chamois or cellulose sponge to prevent spotting.

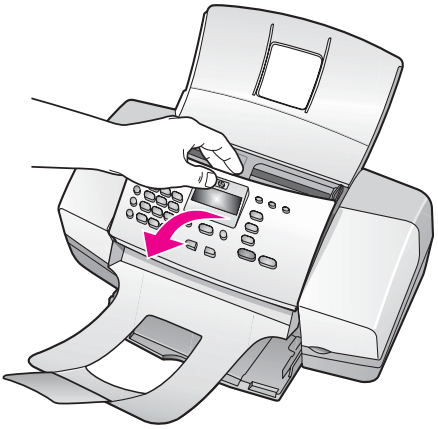


clean the white strip

Minor debris can accumulate on the white strip located underneath the scanner's lid.

1 Turn off the device, unplug the power cord, and raise the scanner lid.

Note: Print all faxes that are in memory before unplugging the power cord. Faxes in memory will be lost when the power cord is unplugged. See **reprint the faxes in memory** on page 68.



2 Clean the white strip with a soft cloth or sponge slightly moistened with a mild soap and warm water.

3 Wash the strip gently to loosen debris; do not scrub the strip.

4 Dry the strip with a chamois or soft cloth.

Caution! Do not use paper-based wipes as these might scratch the strip.

5 If this does not clean the strip well enough, repeat the previous steps using isopropyl (rubbing) alcohol, and wipe the strip thoroughly with a damp cloth to remove any residual alcohol.

clean the exterior

Use a soft cloth or slightly moistened sponge to wipe dust, smudges, and stains off the case. The interior of the device does not require cleaning. Keep fluids away from the interior of the device as well as the front panel.

Note: To avoid damage to painted parts of the HP Officejet, do not use alcohol or alcohol-based cleaning products on the front panel or the lid of the device.

work with print cartridges

To ensure the best print quality from your HP Officejet, you will need to perform some simple maintenance procedures and, when prompted by a front panel message, replace the print cartridges.

This section contains the following topics:

- **check the ink levels** on page 79
- **print a self-test report** on page 80
- **handle the print cartridges** on page 82
- **replace the print cartridges** on page 82
- **use a photo print cartridge** on page 85
- **use the print cartridge protector** on page 85
- **align the print cartridges** on page 86
- **clean the print cartridges** on page 88
- **clean the print cartridge contacts** on page 88

check the ink levels

You can easily check the ink supply level to determine how soon you might need to replace a print cartridge. The ink level supply shows an approximation of the amount of ink remaining in the print cartridges. Checking the ink levels can only be done from the HP Director with the HP Officejet turned on and connected.

Windows users

1 From the **HP Director**, choose **Settings**, choose **Print Settings**, and then choose **Printer Toolbox**.

2 Click the **Estimated Ink Levels** tab.

The estimated ink levels appear for the print cartridges.

Macintosh users

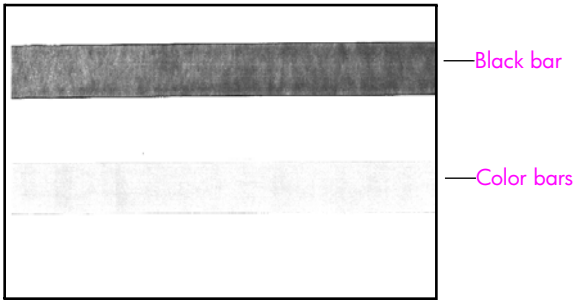
1. From the **HP Director**, choose **Settings**, and then choose **Maintain Printer**.
2. If the **Select Printer** dialog box opens, select your HP Officejet, and then click **Utilities**.
3. From the list, select **Ink Level**.
   The estimated ink levels appear for the print cartridges.

print a self-test report

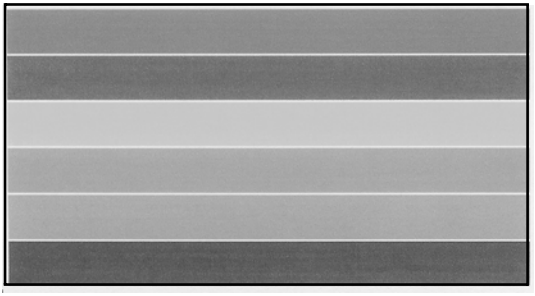
If you are experiencing problems with printing, print a Self-Test Report before you replace the print cartridges. This report provides useful information about your print cartridges, including status information.

1. Load letter, A4, or legal-size paper.
2. Press **Setup**.
3. Press **1**, then press **5**.
   This selects Print Report, and then selects Self-Test Report.

Print Report
1:Automatic Reports Setup
2:Last Transaction
3:Fax Log
4:Speed Dial List
5:Self-Test Report
6:Caller ID Report
7:Junk Fax Report



Black and tri-color cartridges installed

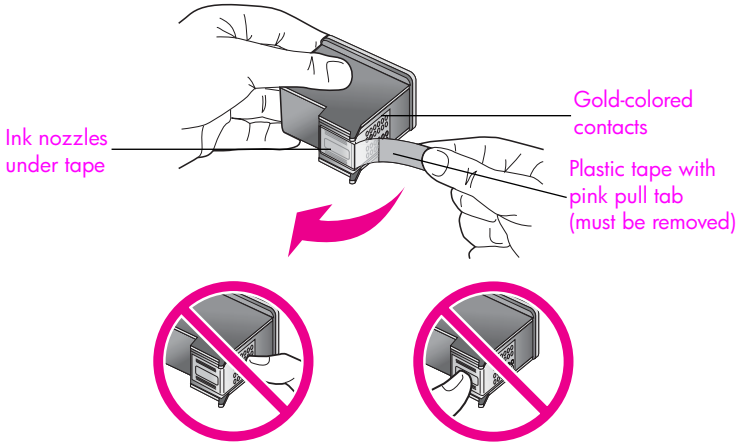


Tri-color and photo cartridge installed

4 Check the Self-Test Report for streaking or white lines in the color bars. Make sure that the color bars have even consistency and the lines of color extend across the page.
   - If the black and tri-color cartridges are installed, you will find four color bars on the self-test report: black, cyan, magenta, and yellow.
   - If the tri-color and photo cartridges are installed, you will find six color bars on the self-test report: cyan, magenta, yellow for the tri-color cartridge and light cyan, light magenta, and black for the photo cartridge.
   - If any color bars are missing, this might indicate that particular print cartridge is out of ink. You might need to replace the print cartridge. For more information on replacing print cartridges, see **replace the print cartridges** on page 82.
   - Streaks might indicate clogged nozzles or dirty contacts. You might need to clean the print cartridges or the print cartridge contacts. For more information on cleaning the print cartridges, see **clean the print cartridges** on page 88 and **clean the print cartridge contacts** on page 88. Do *not* clean with alcohol.

handle the print cartridges

Before you replace or clean a print cartridge, you should know the part names and how to handle the print cartridge.



Do not touch the gold-colored contacts or the ink nozzles

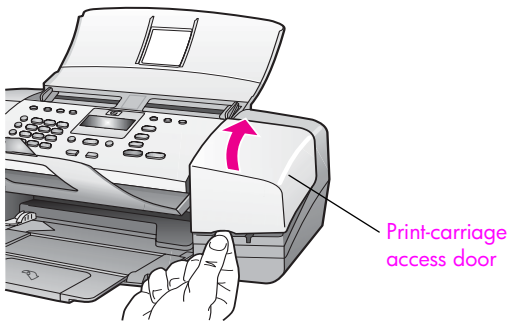
replace the print cartridges

A message appears on the front panel display to let you know when the ink level for the print cartridge is low. In addition, you can check the ink levels through the HP Director on your computer. For information, see **check the ink levels** on page 79. When you receive this message, it is recommended that you have a replacement print cartridge available. You should also replace the print cartridges when you see faded text or if you experience print quality issues related to the print cartridges.

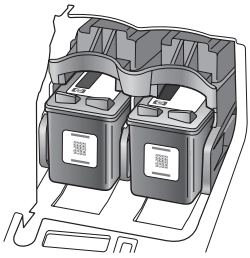
You may also need these instructions to remove the black print cartridge when you want to use the photo print cartridge for printing high-quality photos.

For information on ordering replacement print cartridges, see **order print cartridges** on page 75.

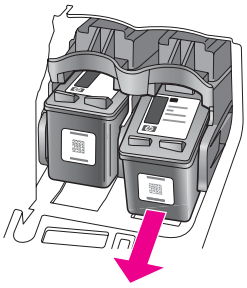
1 Turn on the HP Officejet, and then lift open the print-carriage access door.



The print carriage moves into view.



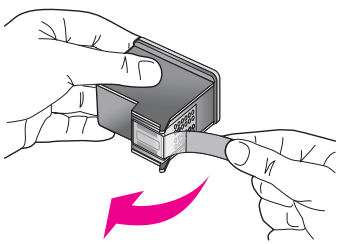
2 After the carriage stops moving, push down on the top of the print cartridge to release it, and then pull it toward you out of its slot.



Note: It is normal to see ink buildup in the print cartridge slots.

3 If you are removing the black print cartridge in order to install the photo print cartridge, store it in the print cartridge protector. For more information on the print cartridge protector, see **use the print cartridge protector** on page 85.

4 Remove the new print cartridge from its packaging and, being careful to touch only the black plastic, gently remove the tape by using the pink pull tab.



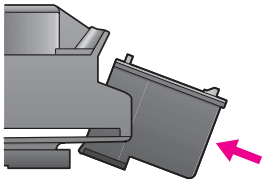
Caution! Do not touch the gold-colored contacts or ink nozzles.

Once you have removed the plastic tape, install the print cartridge immediately to prevent the ink from drying in the nozzles.

5 Hold the black or photo print cartridge with the HP label on top. Slide the print cartridge at a slight angle up into the *right* side of the print carriage.

Press firmly until the print cartridge snaps into place.

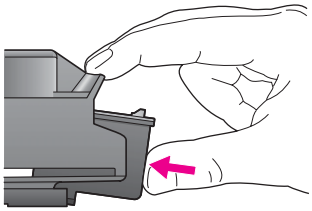
Caution! Do not attempt to push the cartridge straight into the slot. It must slide in at a upward slight angle.



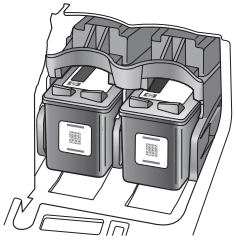
6 Hold the tri-color print cartridge with the HP label on top. Slide the print cartridge at a slight angle into the *left* side of the print carriage.

Press firmly until the print cartridge snaps into place.

Caution! Do not attempt to push the cartridge straight into the slot. It must slide in at a slight upward angle.



Note: You must install *both* print cartridges in order for your HP Officejet to work.



7 Close the print-carriage access door.

"Press OK to print Align page" appears on the display.

8 Press **OK**.

For information on aligning the print cartridges, see **align the print cartridges** on page 86.

use a photo print cartridge

You can optimize the quality of the photos you print with your HP Officejet by purchasing a photo print cartridge. Remove the black print cartridge and insert the photo print cartridge in its place. With the tri-color print cartridge and the photo print cartridge installed, you have a six-ink system, which provides enhanced quality photos.

When you want to print regular text documents, swap the black print cartridge back in. Use a print cartridge protector to keep your print cartridge secure and prevent it from drying out when it is not being used. For more information on using the print cartridge protector, see **use the print cartridge protector** on page 85 and for more information replacing print cartridges, see **replace the print cartridges** on page 82.

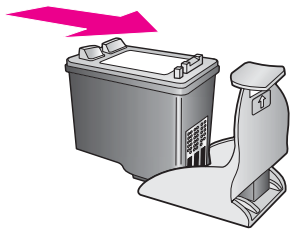
For more information on purchasing a photo print cartridge, see **order print cartridges** on page 75.

use the print cartridge protector

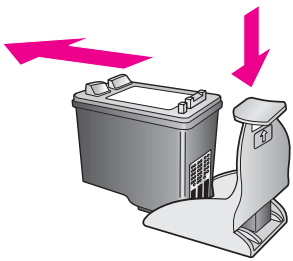
When you purchase a photo print cartridge, you will receive a print cartridge protector.

The print cartridge protector is designed to keep your print cartridge secure when it is not being used. It also prevents the ink from drying out. Whenever you remove a print cartridge from the HP Officejet, store it in the print cartridge protector.

- To insert a print cartridge into the print cartridge protector, slide the print cartridge into the print cartridge protector at a slight angle and snap it securely into place.



- To remove the print cartridge form the print cartridge protector, press down and back on the top of the print cartridge protector to release the print cartridge, then slide the print cartridge out of the print cartridge protector.



align the print cartridges

The HP Officejet prompts you to align print cartridges every time you install or replace a print cartridge. You can also align the print cartridges at any time from the front panel or the HP Director. Aligning the print cartridges ensures high-quality output.

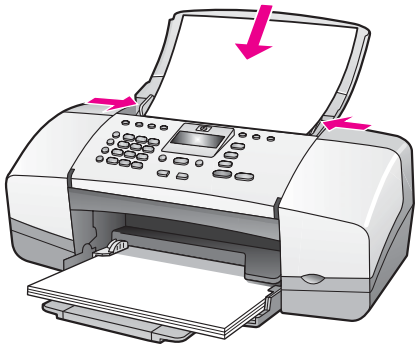
Note: If you remove and reinstall the same print cartridge, the HP Officejet will not prompt you to align the print cartridges.

to align the print cartridges from the front panel

1. To align the print cartridges when prompted, press **OK**.
   The HP Officejet prints an alignment page.
2. Otherwise, you can align the print cartridges manually from the front panel. Press **Setup**.
3. Press **5**, then press **2**.
   This selects Tools and then selects Align Print Cartridge.

Tools Menu
1:Clean Print Cartridge
2:Align Print Cartridge
3:Restore Factory Defaults
4:Reprint Faxes in Memory

   The HP Officejet prints an alignment page.
4. Load the alignment page face down in the document feeder tray and press **OK**.



When "Alignment Complete" appears on the front panel display, alignment is complete. Recycle or discard the alignment page.

to align the print cartridges from the hp director

1. Access the **HP Director**.

   For information on accessing the HP Director, see **use the hp director software to do more with your hp officejet** on page 8.

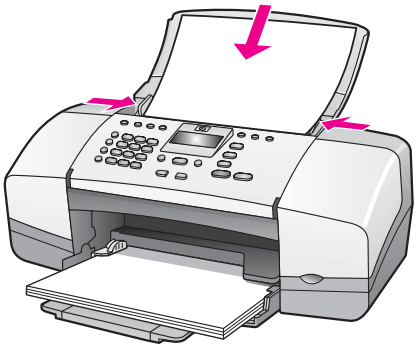
2. For Windows users, do the following:
   a. Choose **Settings**, choose **Print Settings**, and then choose **Printer Toolbox**.
   b. Click the **Device Services** tab.
   c. Click **Align the Print Cartridges**.

   The HP Officejet prints an alignment page.

3. For the Macintosh users, do the following.
   a. Choose **Settings**, and then choose **Maintain Printer**.
   b. If the **Select Printer** dialog box opens, select your HP Officejet, and then click **Utilities**.
   c. From the list, select **Calibrate**.
   d. Click **Align**.

   The HP Officejet prints an alignment page.

4. Load the alignment page face down and top first in the document feeder tray and press **OK**.



When "Alignment Complete" appears on the front panel display, alignment is complete. Recycle or discard the alignment page.

clean the print cartridges

Use this feature when the Self-Test Report shows streaking or white lines through any of the colored bars. Do not clean print cartridges unnecessarily. This wastes ink and shortens the life of the ink nozzles.

1. Press **Setup**.
2. Press **5**, then press **1**.
   This selects Tools and then selects Clean Print Cartridge.

Tools Menu
1:Clean Print Cartridge
2:Align Print Cartridge
3:Restore Factory Defaults
4:Reprint Faxes in Memory

A test page is printed as the print cartridges are cleaned. Recycle or discard the page.

If copy or print quality still seem poor after you clean the print cartridges, try cleaning the print cartridge contacts before replacing the print cartridge that is affected. For information on replacing print cartridges, see **replace the print cartridges** on page 82.

clean the print cartridge contacts

Clean the print cartridge contacts only if you get repeated front panel messages prompting you to check a print cartridge after you already have cleaned or aligned the print cartridges.

Before cleaning remove the cartridge and verify that nothing is covering the print cartridge contacts then reinstall the cartridge. If you continue to get messages to check the cartridges, clean the contacts.

Caution! Do not remove both print cartridges at the same time. Remove and clean each print cartridge one at a time.

Make sure you have the following materials available:

- Dry foam rubber swabs, lint-free cloth, or any soft material that will not come apart or leave fibers.
- Distilled, filtered, or bottled water (tap water might contain contaminants that can damage the print cartridges).

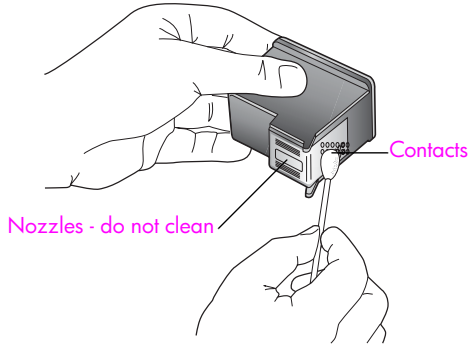
Caution! Do *not* use platen cleaners or alcohol to clean the print cartridge contacts. These can damage the print cartridge or the HP Officejet.

1. Turn the HP Officejet on and open the print-carriage access door.
2. After the carriage stops moving, unplug the power cord from the back of the HP Officejet.
3. Push down on the top of the print cartridge to release it, and then pull it toward you out of its slot.
4. Inspect the print cartridge contacts for ink and debris buildup.

5 Dip a clean foam rubber swab or lint-free cloth into distilled water, and squeeze any excess water from it.

6 Hold the print cartridge by its sides.

7 Clean only the contacts. Do *not* clean the nozzles.



8 Place the print cartridge back into the carriage.

9 Repeat if necessary for the other print cartridge.

10 Close the print-carriage access door and plug in the HP Officejet.

replace the telephone cord

In some countries/regions you must use a special telephone cord to connect your device to the telephone system.

Please check the Fax Setup chapter on page 131 to see if this applies to you.

restore factory defaults

You can restore the original factory settings to what they were when you purchased your HP Officejet.

Note: Restoring the factory defaults will not change the date information you set, nor will it affect any changes you made to scan settings and the language and country/region settings.

You can perform this process from the front panel only.

1 Press **Setup**.

2 Press **5**, then press **3**.
This selects Tools and then selects Restore Factory Defaults.

Tools Menu
1:Clean Print Cartridge
2:Align Print Cartridge
3:Restore Factory Defaults
4:Reprint Faxes in Memory

The factory default settings are restored.

set the scroll speed

The Scroll Speed option lets you control the rate that text messages scroll from right to left in the front panel display. For example, if the message is long and does not completely fit in the front panel display, it will need to scroll. This is so that you can read the entire message. You can choose the rate at which it will scroll: Normal, Fast, or Slow. The default is Normal.

1 Press **Setup**.

2 Press **6**, then press **1**.
This selects Preferences and then selects Set Scroll Speed.

Preferences Menu
1:Set Scroll Speed
2:Set Prompt Delay Time
3:Set Language & Country/Region

3 Press ▸ to select a scroll speed, then press **OK**.

set the prompt delay time

The Prompt Delay Time option allows you to control the amount of time that passes before a message is displayed prompting you to take further action. For example, if you press Copy and the prompt delay time passes without pressing another button, "Load Original, then press Start" appears in the front panel display. You can choose Normal, Fast, or Slow. The default is Normal.

1 Press **Setup**.

2 Press **6**, then press **2**.
This selects Preferences and then selects Set Prompt Delay Time.

Preferences Menu
1:Set Scroll Speed
2:Set Prompt Delay Time
3:Set Language & Country/Region

3 Press ▸ until the delay time appears, then press **OK**.

set the language and country/region

Normally the language and country/region for your HP Officejet is set when you first set up your device. However, you can change it at any time.

1 Press **Setup**.

2 Press **6**, then press **3**.
This selects Preferences and then selects Set Language & Country/Region.

Preferences Menu
1:Set Scroll Speed
2:Set Prompt Delay Time
3:Set Language & Country/Region

Press 11 for English appears on the display. You can press ▸ to scroll through the available languages or wait for them to display automatically.

3 When you see the language you want, enter its two-digit number using the keypad.

4 When prompted to confirm the language, press **1** for Yes or **2** for No.
You are prompted with all the countries/regions for the selected language. You can also scroll through the countries/regions using ◂ or ▸.

5 Using the keypad, enter the two-digit number for the desired country/region.

6 When prompted, press **1** for Yes or **2** for No.

self-maintenance sounds

During the life of your product you might hear various mechanical sounds. This is a normal part of your device's self-maintenance.

9 hp officejet 4200 series support

Hewlett-Packard provides Internet and phone support for your HP Officejet.

This section contains the following topics:

- **get support and other information from the Internet** on page 93
- **hp customer support** on page 93
- **prepare your hp officejet for shipment** on page 96

If you are unable to find the answer you need in the printed or onscreen documentation supplied with your product, you can contact one of the HP support services listed in the following pages. Some support services are available only in the U.S. and Canada, while others are available in many countries/regions worldwide. If a support service number is not listed for your country/region, contact your nearest authorized HP dealer for help.

get support and other information from the Internet

If you have Internet access, you can get help from the following HP website:

www.hp.com/support

This website offers technical support, drivers, supplies, and ordering information.

hp customer support

Software programs from other companies might be included with your HP Officejet. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact HP Customer Support, do the following before you call.

1. Make sure that:
   a. Your HP Officejet is plugged in and turned on.
   b. The specified print cartridges are installed correctly.
   c. The recommended paper is properly loaded in the paper tray.
2. Reset your HP Officejet:
   a. Turn off the HP Officejet by using the **On** button located on the front panel.
   b. Unplug the power cord from the back of the HP Officejet.
   c. Plug the power cord back into the HP Officejet.
   d. Turn on the HP Officejet by using the **On** button.
3. For more information, go to the HP website at:
   www.hp.com/support

4. If you are still experiencing problems and need to speak with an HP Customer Support Representative, do the following:
   a. Have the specific name of your HP Officejet, as it appears on the front panel, available.
   b. Have your service ID and serial number ready.
      To display your service ID and serial number on the front panel, press OK and Start Color at the same time. Press ▸ until Model Number appears, and then press OK. The service ID appears on the bottom line of the front panel display. Make note of the service ID, and then press Cancel. You are returned to the Info Menu. Press ▸ until Serial Number appears, and then press OK. The serial number appears on the bottom line of the front panel display. Make note of the serial number, and then press Cancel repeatedly to exit the Info Menu.
   c. Print a Self-Test Report. For information on printing a Self-Test Report, see **print a self-test report** on page 80.
   d. Make a color copy to have available as a sample printout.
   e. Be prepared to describe your problem in detail.
5. Call HP Customer Support. Be near your HP Officejet when you call.

call in North America during warranty

Call 1-800-HP-INVENT. US phone support is available in both English and Spanish languages 24 hours a day, 7 days a week (days and hours of support may change without notice). This service is free during the warranty period. A fee may apply outside the warranty period.

call elsewhere in the world

The numbers listed below are current as of the publication date of this guide. For a list of current international HP Support Service numbers, go to this website and choose your own country/region or language:

www.hp.com/support

You can call the HP support center in the following countries/regions. If your country/region is not listed, contact your local dealer or nearest HP Sales and Support Office to find out how to obtain services.

Support service is free during the warranty period; however, your standard long-distance phone charges will apply. In some cases, a flat fee per single incident will also apply.

For phone support in Europe, please check for the details and conditions of phone support in your country/region by going to the following website:

www.hp.com/support

Alternatively, you can ask your dealer or call HP at the phone number provided in this guide.

As part of our constant efforts to improve our phone support service, we advise you to check our website on a regular basis for new information regarding service features and delivery.

country/region	hp technical support	country/region	hp technical support
Algeria[1]	+213(0)61 56 45 43	Luxembourg (French)	900 40 006
Argentina	(54)11-4778-8380 0-810-555-5520	Luxembourg (German)	900 40 007
Australia	+61 3 8877 8000 1902 910 910	Malaysia	1-800-805405
Austria	+43 (0) 820 87 4417	Mexico	01-800-472-6684

country/region	hp technical support	country/region	hp technical support
Bahrain (Dubai)	+973 800 728	Mexico (Mexico City)	5258-9922
Belgium (Dutch)	+32 (0) 70 300 005	Morocco[1]	+212 224 047 47
Belgium (French)	+32 (0) 70 300 004	Netherlands (0.10 Euro/ min.)	0900 2020 165
Bolivia	800-100247	New Zealand	0800 441 147
Brazil (Demais Localidades)	0800 157751	Norway	+47 815 62 070
Brazil (Grande São Paulo)	(11) 3747 7799	Oman	+971 4 883 8454
Canada during warranty	(905) 206 4663	Palestine	+971 4 883 8454
Canada post-warranty (per-call charge)	1-877-621-4722	Panama	001-800-7112884
Caribbean & Central America	1-800-711-2884	Peru	0-800-10111
Chile	800-360-999	Philippines	632-867-3551
China	86-21-38814518 8008206616	Poland	+48 22 865 98 00
Colombia	9-800-114-726	Portugal	+351 808 201 492
Costa Rica	0-800-011-0524	Puerto Rico	1-877-232-0589
Czech Republic	+42 (0) 2 6130 7310	Qatar	+971 4 883 8454
Denmark	+45 70202845	Romania	+40 1 315 44 42
Ecuador (Andinatel)	999119+1-800-7112884	Russia, Moscow	+7 095 797 3520
Ecuador (Pacifitel)	1-800-225528+1-800-7112884	Russia, St. Petersburg	+7 812 346 7997
Europe (English)	+44 (0) 207 512 5202	Saudi Arabia	+966 800 897 14440
Egypt	+20 02 532 5222	Singapore	(65) 272-5300
Finland	+358 (0) 203 66 767	Slovakia	+ 421 2 6820 8080
France (0.34 Euro/min.)	+33 (0) 892 6960 22	South Africa (Outside Republic)	+27-11 258 9301
Germany (0.12 Euro/ min.)	+49 (0) 180 5652 180	South Africa (RSA)	086 000 1030
Greece	+30 10 6073 603	Spain	+34 902 010 059
Guatemala	1 800-995-5105	Sweden	+46 (0)77 120 4765
Hong Kong	+85 (2) 3002 8555	Switzerland [2] (0.08 CHF/ min. during peak hours, 0.04 CHF/min. during off-peak hours)	+41 (0) 848 672 672
Hungary	+36 (0) 1 382 1111	Taiwan	+886-2-2717-0055 0800 010 055
India	1-600-112267 91 11 682 6035	Thailand	+66 (2) 661 4000

country/region	hp technical support	country/region	hp technical support
Indonesia	62-21-350-3408	Tunisia[1]	+216 1 891 222
Ireland	+353 1890 923902	Turkey	+90 216 579 7171
Israel	+972 (0) 9 830 4848	Ukraine	+7 (380-44) 490-3520
Italy	+39 848 800 871	United Arab Emirates	800 4910
Japan	0570 000 511 +81 3 3335 9800	United Kingdom	+44 (0) 870 010 4320
Jordan	+971 4 883 8454	Venezuela	01-800-4746-8368
Korea	+82 1588 3003	Venezuela (Caracas)	(502) 207-8488
Kuwait	+971 4 883 8454	Vietnam	84-8-823-4530
Lebanon	+971 4 883 8454	Yemen	+971 4 883 8454

1 This Call Center supports French-speaking customers from the following countries/regions: Morocco, Tunisia, and Algeria.
2 This Call Center supports German-, French- and Italian-speaking customers in Switzerland.

call in Australia post-warranty

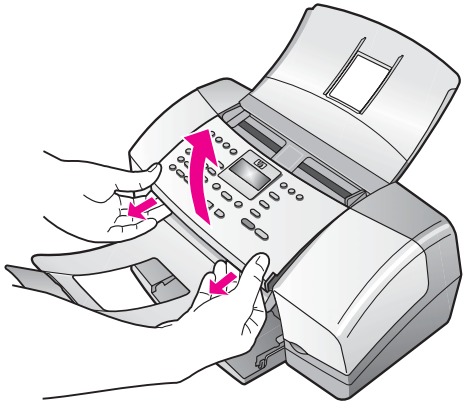
If your product is not under warranty, you can call 03 8877 8000. A per-incident, out-of-warranty support fee of $27.50 (inc GST) will be charged to your credit card. You can also call 1902 910 910 ($27.50 charged to your phone account) from 9:00 A.M. to 5:00 P.M. Monday through Friday. (Charges and support hours are subject to change without notice.)

prepare your hp officejet for shipment

If after contacting HP Customer Support or returning to the point of purchase, you are requested to send your HP Officejet in for service, please follow the steps below to avoid further damage to the HP product.

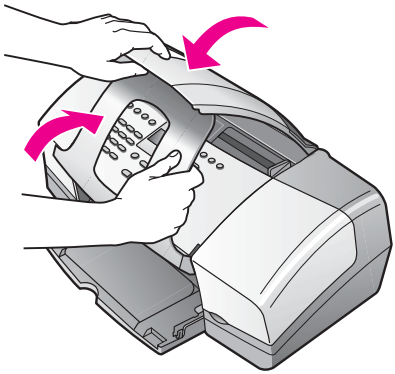
Note: When transporting your HP Officejet, make sure that the print cartridges have been removed. Make sure that you have properly shut down the HP Officejet by pressing the On button.

1. Turn on the HP Officejet.
   Disregard steps 1 through 6 if your device will not turn on and the print carriage is not visible under the print carriage access door. You will not be able to remove the print cartridges. Proceed to step 7.
2. Open the print carriage access door.
3. Remove the print cartridges.
   For information on removing the print cartridges, see **replace the print cartridges**.
   Caution! Remove both print cartridges. Failure to do so might damage your HP Officejet.
4. Place the print cartridges in an airtight bag so they will not dry out, and put them aside. Do not send them with the HP Officejet, unless instructed to by the HP customer support call agent.
5. Close the print-carriage access door. Turn off the HP Officejet.
6. Remove the front panel cover as follows:
   a. Grasp the front of the front panel cover with two hands, as shown.
   b. Firmly lift the front panel cover to unsnap it from the HP Officejet.

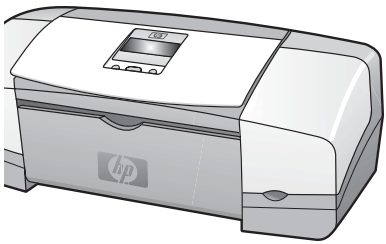


7 Retain the front panel cover. Do not return the front panel cover with the HP Officejet.

8 Fold the document catcher up, over the front panel area, and then fold the automatic document feeder tray down, over the document catcher.



9 Make sure the paper tray extender is in its closed position, and then fold the paper tray door up until it snaps into place.
This places the HP Officejet in its fully closed position, as shown below.



10 If available, pack the HP Officejet for shipment by using the original packing materials or the packaging materials that came with your exchange device.

If you do not have the original packaging materials, please use other adequate packaging materials. Shipping damage caused by improper packaging and/or improper transportation is not covered under the warranty.

11 Place the return shipping label on the outside of the box.

12 Include the following items in the box:
- A complete description of symptoms for service personnel (samples of print quality problems are helpful).
- A copy of the sales slip or other proof of purchase to establish the warranty coverage period.
- Your name, address, and a phone number where you can be reached during the day.

10 warranty information

Your HP Officejet comes with a limited warranty that is described in this section. Information about how to obtain warranty service and how you can upgrade your standard factory warranty is also provided.

This section contains the following topics:

- **duration of limited warranty** on page 99
- **warranty service** on page 99
- **warranty upgrades** on page 99
- **returning your hp officejet for service** on page 100
- **hewlett-packard limited global warranty statement** on page 100

duration of limited warranty

Duration of Limited Warranty (hardware and labor): 1 Year

Duration of Limited Warranty (CD media): 90 Days

Duration of Limited Warranty (print cartridges): Until the HP ink is depleted or the "end of warranty" date printed on the cartridge has been reached, whichever occurs first.

warranty service

express service

To obtain HP express repair service, the customer must contact an HP service office or an HP Customer Support Center for basic troubleshooting first. See **hp customer support** on page 93 for steps to take before calling Customer Support.

Note: HP express repair service might not be available in certain countries/regions.

If a customer device needs a minor part replacement and these parts can normally be replaced by the customer, the customer-replaceable components may be serviced through expedited part shipment. In this event, HP will prepay shipping charges, duty and taxes; provide telephone assistance on replacement of the component; and pay shipping charges, duty, and taxes for any part that HP asks to be returned.

The HP Customer Support Center may direct customers to designated authorized service providers who are certified by HP to service the HP product.

warranty upgrades

Upgrade your standard factory warranty to a total of three years with the HP SUPPORTPACK. Service coverage begins on product purchase date and the pack must be purchased within the first 180 days of product purchase. This program offers phone support from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) Monday through Friday and 9:00 A.M. to 4:00 P.M. (MST) on Saturdays. If during your technical support call it is determined that you need a replacement product, then HP will ship you this product next business day free of charge. Available in U.S. only.

For more information, please call 1-888-999-4747 or go to the HP website:

www.hp.com/go/hpsupportpack

Outside the U.S., please call your local HP Customer Support office. See call elsewhere in the world on page 94 for a list of international Customer Support numbers.

returning your hp officejet for service

Before returning your HP Officejet for service, you must call HP Customer Support. See hp customer support on page 93 for steps to take before calling Customer Support.

hewlett-packard limited global warranty statement

The following information specifies the HP limited global warranty.

This section contains the following topics:

- extent of limited warranty on page 100
- limitations of warranty on page 101
- limitations of liability on page 101
- local law on page 101

extent of limited warranty

Hewlett-Packard ("HP") warrants to the end-user customer ("Customer") that each HP Officejet 4200 Series product ("Product"), including related software, accessories, media, and supplies, shall be free from defects in material and workmanship for the duration (specified below), which begins on the date of purchase by the Customer.

For each software Product, HP's limited warranty applies only to a failure to execute programming instructions. HP does not warrant that the operation of any Product shall be uninterrupted or error free.

HP's limited warranty covers only those defects which arise as a result of normal use of a Product, and does not cover any other problems, including those which arise as a result of (a) improper maintenance or modification, (b) software, accessories, media, or supplies not provided or supported by HP, or (c) operation outside the Product's specifications, or unauthorized modifications or misuse.

For any hardware Product, the use of a non-HP print cartridge or a refilled print cartridge does not affect either the warranty to the Customer or any HP support contract with the Customer. However, if Product failure or damage is attributable to the use of a non-HP or refilled print cartridge, HP shall charge its standard labor and materials charges to service the Product for the failure or damage.

If HP receives, during the applicable warranty period, notice of a defect in any Product, HP shall either repair or replace the defective Product, that is covered by HP's warranty, at HP's option. Where labor charges are not covered by HP's limited warranty, repairs shall be at HP's standard charges for labor.

If HP is unable to repair or replace, as applicable, a defective Product which is covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price for the Product.

HP shall have no obligation to repair, replace, or refund until the Customer returns the defective Product to HP.

Any replacement product may be either new or like-new, provided that it has functionality at least equal to that of the Product being replaced.

HP products, including each Product, may contain remanufactured parts, components, or materials equivalent to new in performance.

HP's limited warranty for each Product is valid in any country/region or locality where the covered HP product is distributed by HP. Contracts for additional warranty service, such as on-site service, are available from any authorized HP service facility in countries/regions where the product is distributed by HP or by an authorized representative.

limitations of warranty

TO THE EXTENT ALLOWED BY LOCAL LAW, NEITHER HP NOR ITS THIRD PARTY SUPPLIERS MAKE ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

limitations of liability

To the extent allowed by local law, the remedies provided in this Limited Warranty Statement are the Customer's sole and exclusive remedies.

TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT FOR THE OBLIGATIONS SPECIFICALLY SET FORTH IN THIS LIMITED WARRANTY STATEMENT, IN NO EVENT SHALL HP OR ITS THIRD PARTY SUPPLIERS BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

local law

This Limited Warranty Statement gives the Customer specific legal rights. The Customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country/region to country/region elsewhere in the world.

To the extent this Limited Warranty Statement is inconsistent with local law, this Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Statement may not apply to the Customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada), may:

Preclude the disclaimers and limitations in this Statement from limiting the statutory rights of a consumer (for example, the United Kingdom);

Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or

Grant the Customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or not allow limitations on the duration of implied warranties.

FOR CONSUMER TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND, THE TERMS IN THIS LIMITED WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THE COVERED HP PRODUCTS TO SUCH CUSTOMERS.

11 technical information

The technical specifications and international regulatory information for your HP Officejet are provided in this section.

This section contains the following topics:

- paper specifications on page 103
- fax specifications on page 105
- scan specifications on page 105
- physical specifications on page 106
- power specifications on page 106
- environmental specifications on page 106
- environmental product stewardship program on page 106
- regulatory notices on page 109

paper specifications

This section contains the following topics:

- paper-tray capacities on page 103
- automatic document feeder paper capacity on page 104
- paper sizes on page 104
- print margin specifications on page 105

paper-tray capacities

type	paper weight	input tray[1]	output tray[2]
Plain paper	20 to 24 lb. (70 to 90 gsm)	100	20
Cards	110 lb. (200 gsm)	20	10
Envelopes	20 to 24 lb. (75 to 90 gsm)	10	5
Transparency film	N/A	30	10
Labels	N/A	20	10
4 by 6 inch (10 by 15 cm) Photo Paper	145 lb. (236 gsm)	20	10

1 Maximum capacity.

2 Output tray capacity is affected by the type of paper and the amount of ink you are using. HP recommends emptying the output tray frequently.

automatic document feeder paper capacity

type[1]	paper weight	quantity
Letter	20 lb. (70 gsm)	20
Legal	20 lb. (70 gsm)	20
A4	20 lb. (70 gsm)	20

1 Automatic document feeder accepts plain paper only. It does not accept transparency film, envelopes, or labels.

paper sizes

type	size
Paper	Letter: 8.5 by 11 inches (216 by 279 mm) Legal: 8.5 by 14 inches (216 by 356 mm) A4: 210 by 297 mm
Envelopes	U.S. #10: 4.125 by 9.5 inches (105 by 241 mm) A2: 111 by 146 mm (4.4 by 5.8 inches) DL: 110 by 220 mm (4.3 by 8.7 inches) C6: 114 by 162 mm (4.5 by 6.4 inches)
Transparency film	Letter: 8.5 by 11 inches (216 by 279 mm) A4: 210 by 297 mm
Photo paper	4 by 6 inches (10 by 15 cm)
Labels	Letter: 8.5 by 11 inches (216 by 279 mm) A4: 210 by 297 mm

print margin specifications

	top (leading edge)	bottom (trailing edge)[1]	left	right
paper or transparency film				
U.S. (Letter, Legal, Executive)	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.25 inches (6.4 mm)	0.25 inches (6.4 mm)
ISO (A4, A5) and JIS (B5)	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.2 mm)	0.13 inches (3.2 mm)
envelopes				
	0.13 inches (3.2 mm)	0.46 inches (11.7 mm)	0.13 inches (3.2 mm)	0.13 inches (3.2 mm)
cards				
	0.07 inches (1.8 mm)	0.46 inches (11.7 mm)	0.13 inches (3.2 mm)	0.13 inches (3.2 mm)

1 This margin is not Officejet compatible; however, the total writing area is compatible. The writing area is offset from center by 0.21 inches (5.4 mm), which causes asymmetric top and bottom margins.

fax specifications

- Walk-up black and white and color fax capability
- Confirmation and activity reports
- CCITT/ITU Group 3 fax with Error Correction Mode
- 33.6 Kbps transmission
- 3 seconds per page speed at 33.6 Kbps (based on ITU-T Test Image #1 at standard resolution.) More complicated pages or higher resolution take longer and use more memory
- Ring detect with automatic fax/answering machine switching

scan specifications

- Image editor included
- Integrated OCR software automatically converts scanned text to editable text
- Contact image sensor (CIS)
- Twain-compliant interface
- Scan speeds vary according to the complexity of the document
- Resolution: 600 by 2400 ppi maximum (19200 ppi)
- Bit depth: 36 bits color; 12 bits grayscale
- Maximum scan size from automatic document feeder: 8.5 by 14 inches (216 by 356 mm)

physical specifications

height	width	depth	weight (without print cartridges)
with paper trays closed			
7.1 inches (18 cm)	16.4 inches (41.6 cm)	8 inches (20.4 cm)	12 lbs (5.5 kg)
with paper trays opened			
13 inches (33 cm)	16.4 inches (41.6 cm)	16.7 inches (45 cm)	12 lbs (5.5 kg)

power specifications

- Power consumption: 50 W maximum
- Input voltage: AC 100 to 240 V, 0.7 A (maximum), 50–60 Hz

environmental specifications

- Recommended operating temperature range: 15° to 32° C (59° to 90° F)
- Allowable operating temperature range: 5° to 40° C (41° to 104° F)
- Humidity: 15% to 85% RH non-condensing
- Non-operating (Storage) temperature range: –40° to 60° C (–40° to 140° F)
- In the presence of high electromagnetic fields it is possible the output from the HP Officejet may be slightly distorted
- HP recommends using a USB cable less than or equal to 3m (10 feet) in length to minimize injected noise due to potential high electromagnetic fields

environmental product stewardship program

This section contains the following topics:

- **protecting the environment** on page 106
- **ozone production** on page 106
- **energy consumption** on page 107
- **paper use** on page 107
- **plastics** on page 107
- **material safety data sheets** on page 107
- **recycling program** on page 108
- **hp inkjet supplies recycling program** on page 108

protecting the environment

Hewlett-Packard Company is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

For more information, visit HP's Commitment to the Environment website at:

www.hp.com/hpinfo/globalcitizenship/environment/index.html

ozone production

This product generates no appreciable ozone gas (O_3).

energy consumption

Energy usage drops significantly while in ENERGY STAR® mode, which saves natural resources, and saves money without affecting the high performance of this product. This product qualifies for ENERGY STAR, which is a voluntary program established to encourage the development of energy-efficient office products.

ENERGY STAR is a U.S. registered service mark of the U.S. EPA. As an ENERGY STAR partner, HP has determined that this product meets ENERGY STAR guidelines for energy efficiency.

For more information on ENERGY STAR guidelines, go to the following website:

www.energystar.gov

paper use

This product is suited for the use of recycled paper according to DIN 19309.

plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at the end of the product's life.

material safety data sheets

Material safety data sheets (MSDS) can be obtained from the HP website at:

www.hp.com/go/msds

Customers without Internet access should contact their local HP Customer Care Center.

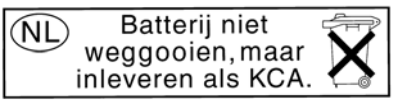
recycling program

HP offers an increasing number of product return and recycling programs in many countries, as well as partnering with some of the largest electronic recycling centers throughout the world. HP also conserves resources by refurbishing and reselling some of its most popular products.

This HP product contains the following materials that may require special handling at end-of-life:

- Mercury in the fluorescent lamp in the scanner (<2 mg)
- Lead in the solder
- A lithium battery

  This product contains a small Lithium battery that must be removed an disposed of properly at the end of the product's useful life. The battery is located on the Main board.
  - Battery part number: Panasonic CR2032
  - Battery material: Lithium
  - Battery type: button/coin cell battery
  - Quantity per product: 1
  - Weight: approx. 3 grams
  - Lithium type: solid
  - Battery manufacturers: Panasonic, Japan



hp inkjet supplies recycling program

HP is committed to protecting the environment. The HP Inkjet Supplies Recycling Program is available in many countries/regions, and lets you recycle used print cartridges free of charge. For more information, go to the following website:

www.hp.com/hpinfo/globalcitizenship/environment/recycle/inkjet.html

regulatory notices

The HP Officejet meets product requirements from regulatory agencies in your country/region.

This section contains the following topics:

- regulatory model identification number on page 109
- notice to users of the U.S. telephone network: FCC requirements on page 109
- FCC statement on page 110
- note à l'attention des utilisateurs du réseau téléphonique Canadien/notice to users of the Canadian telephone network on page 110
- note à l'attention des utilisateurs Canadien/notice to users in Canada on page 111
- notice to users in the European Economic Area on page 112
- notice to users of the German telephone network on page 112
- declaration of conformity (European Union) on page 112
- geräuschemission on page 112
- notice to users in Korea (Officejet 4255 only) on page 113

regulatory model identification number

For regulatory identification purposes, your product is assigned a Regulatory Model Number. The Regulatory Model Number for your product is either SDG0B-0306-01 or SDG0B-0306-02. This regulatory number should not be confused with the marketing name (HP Officejet 4200 Series) or product number (Q5600A, Q5610A).

notice to users of the U.S. telephone network: FCC requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

Note: This equipment is hearing aid compatible.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

Declaration of Conformity: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

For more information, contact the Product Regulations Manager, Hewlett-Packard Company, San Diego, (858) 655-4100.

The user may find the following booklet prepared by the Federal Communications Commission helpful: How to Identify and Resolve Radio-TV Interference Problems. This booklet is available from the U.S. Government Printing Office, Washington DC, 20402. Stock No. 004-000-00345-4.

Caution! Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by the Hewlett-Packard Company may cause harmful interference and void the FCC authorization to operate this equipment.

note à l'attention des utilisateurs du réseau téléphonique Canadien/notice to users of the Canadian telephone network

Cet appareil est conforme aux spécifications techniques des équipements terminaux d'Industrie Canada. Le numéro d'enregistrement atteste de la conformité de l'appareil. L'abréviation IC qui précède le numéro d'enregistrement indique que l'enregistrement a été

effectué dans le cadre d'une Déclaration de conformité stipulant que les spécifications techniques d'Industrie Canada ont été respectées. Néanmoins, cette abréviation ne signifie en aucun cas que l'appareil a été validé par Industrie Canada.

Pour leur propre sécurité, les utilisateurs doivent s'assurer que les prises électriques reliées à la terre de la source d'alimentation, des lignes téléphoniques et du circuit métallique d'alimentation en eau sont, le cas échéant, branchées les unes aux autres. Cette précaution est particulièrement importante dans les zones rurales.

Le numéro REN (Ringer Equivalence Number) attribué à chaque appareil terminal fournit une indication sur le nombre maximal de terminaux qui peuvent être connectés à une interface téléphonique. La terminaison d'une interface peut se composer de n'importe quelle combinaison d'appareils, à condition que le total des numéros REN ne dépasse pas 5.

Basé sur les résultats de tests FCC Partie 68, le numéro REN de ce produit est 0.5B.

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation IC before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

> **Note:** The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.5B, based on FCC Part 68 test results.

note à l'attention des utilisateurs Canadien/notice to users in Canada

Le présent appareil numérique n'émet pas de bruit radioélectrique dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

This digital apparatus does not exceed the Class B limits for radio noise emissions from the digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

notice to users in the European Economic Area

CE

This product is designed to interwork with the analogue telephone networks in the following countries:

Austria	Greece	Portugal
Belgium	Ireland	Spain
Denmark	Italy	Sweden
Finland	Luxembourg	Switzerland
France	Netherlands	United Kingdom
Germany	Norway	

Network compatibility depends on customer selected settings, which must be reset to use the equipment on a telephone network in a country other than where the product was purchased. Contact the vendor or Hewlett-Packard Company if additional product support is necessary.

This equipment has been certified by the manufacturer in accordance with Directive 1999/5/EC (annex II) for Pan-European single-terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

This equipment is designed for DTMF tone dialing and loop disconnect dialing. In the unlikely event of problems with loop disconnect dialing, it is recommended to use this equipment only with the DTMF tone dial setting.

notice to users of the German telephone network

This HP fax product is designed to connect only to the analogue public-switched telephone network (PSTN). Please connect the TAE N telephone connector plug, provided with the HP Officejet 4200 and 4250 Series into the wall socket (TAE 6) code N. This HP fax product can be used as a single device and/or in combination (in serial connection) with other approved terminal equipment.

geräuschemission

LpA < 70 dB
am Arbeitsplatz
im Normalbetrieb
nach DIN 45635 T. 19

declaration of conformity (European Union)

The Declaration of Conformity in this document complies with ISO/IEC Guide 22 and EN 45014. It identifies the product, manufacturer's name and address, and applicable specifications recognized in the European community.

notice to users in Korea (Officejet 4255 only)

사용자 안내문 (B급 기기)

이 기기는 비업무용으로 전자파장해검정을 받은 기기로서, 주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

declaration of conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's name and address:	
Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA	
Regulatory model number:	SDGOB-0306-01
Declares that the product:	
Product name:	HP Officejet 4200 Series (Q5600A, Q5607A)
Model number(s):	4215 (Q5601A), 4215xi (Q5602A), 4215v (Q5603A) 4211 (Q5604A), 4212 (Q5605A), 4219 (Q5606A)
Power adapters:	Not Applicable
Conforms to the following product specifications:	
Safety:	IEC 60950:1999 3rd Edition
	EN 60950:1999
	UL1950/CSA22.2 No.950, 3rd Edition: 1995
EMC:	CISPR 22:1997 / EN 55022:1998, Class B
	CISPR 24:1997 / EN 55024:1998
	IEC 61000-3-2:1995 / EN 61000-3-2:1995
	IEC 61000-3-3:1994 / EN 61000-3-3:1995
	FCC Part 15-Class B/ICES-003, Issue 2
Telecom:	TBR 21:1998
Supplementary Information:	
The product herewith complies with the requirements of the Low Voltage Directive 73/23/EC, the EMC Directive 89/336/EC, and with the R&TTE Directive 1999/5/EC (Annex II) and carries the CE marking accordingly. • The product was tested in a typical configuration.	
European Contact for regulatory topics only: Hewlett Packard GmbH, HQ-TRE, Herrenberger Strasse 140, D-71034 Böblingen Germany. (FAX +49-7031-14-3143)	

declaration of conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's name and address:	
Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA	
Regulatory model number:	SDGOB-0306-02
Declares that the product:	
Product name:	HP Officejet 4250 Series (Q5610A)
Model number(s):	4255 (Q5611A), 4252 (Q5613A), 4259 (Q5614A)
Power adapters:	Not Applicable
Conforms to the following product specifications:	
Safety:	IEC 60950:1999 3rd Edition
	EN 60950:1999
	UL1950/CSA22.2 No.950, 3rd Edition: 1995
	NOM 019SFCI 1993, A2/N25 3260
	GB4943: 2001
EMC:	CISPR 22:1997 / EN 55022:1998, Class B
	CISPR 24:1997 / EN 55024:1998
	IEC 61000-3-2:1995 / EN 61000-3-2:1995
	IEC 61000-3-3:1994 / EN 61000-3-3:1995
	AS/NZS3548:1998
	CNS13438 Approved 1994, Revised 1997
	FCC Part 15-Class B/ICES-003, Issue 2
	GB9254:1998
Telecom:	TBR 21:1998 TBR 38: 1998
Supplementary Information:	
The product herewith complies with the requirements of the Low Voltage Directive 73/23/EC, the EMC Directive 89/336/EC, and with the R&TTE Directive 1999/5/EC (Annex II) and carries the CE marking accordingly. • The product was tested in a typical configuration.	
European Contact for regulatory topics only: Hewlett Packard GmbH, HQ-TRE, Herrenberger Strasse 140, D-71034 Böblingen Germany. (FAX +49-7031-14-3143)	

12 fax setup

After completing all steps in the Setup Poster, use the instructions in this section to complete your fax setup. Please keep your Setup Poster for later use.

In this section, you will learn how to set up your HP Officejet so that faxing works successfully with any equipment and services you might already have on the same telephone line as your HP Officejet.

If you subscribe to Caller ID, refer to **use caller ID** on page 66 after you have completed this chapter.

Read at least through page 119 to determine what additional (if any) setup you need to do.

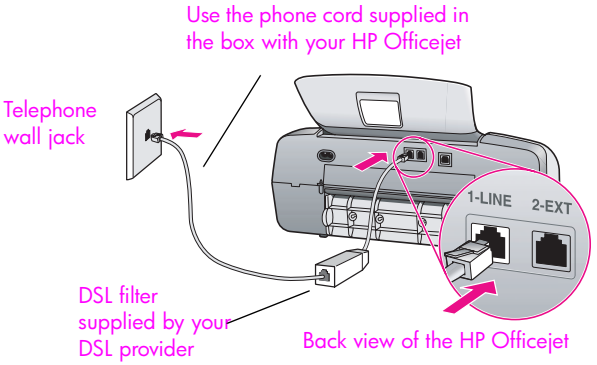
This section contains the following topics:

- **faxing from a DSL line** on page 118
- **faxing with a PBX phone system or an ISDN line** on page 119
- **how to tell if the following instructions apply to you** on page 119
- **how to choose the right fax setup for your office** on page 120
- **select your fax setup case from this table** on page 121
- **case A: separate fax line (no voice calls received)** on page 123
- **case B: faxing with a distinctive ring service on the same line** on page 124
- **case C: shared voice/fax line** on page 125
- **case D: fax line shared with PC modem (no voice calls received)** on page 126
- **case E: shared voice/fax line with PC modem** on page 128
- **case F: shared voice/fax line with answering machine** on page 130
- **case G: shared voice/fax line with PC modem and answering machine** on page 131
- **case H: shared voice/fax line with voice mail** on page 133
- **case I: shared voice/fax line with PC modem and voice mail** on page 134

faxing from a DSL line

If you have a digital subscriber line (DSL) service through your phone company, use the instructions in this section to connect a DSL filter between the telephone wall jack and your HP Officejet. This filter removes the digital signal that would block your HP Officejet from communicating properly with the telephone line.

Caution! If you have a DSL line and you do not connect the DSL filter, you will not be able to send and receive faxes with your HP Officejet.


Use the phone cord supplied in the box with your HP Officejet
Telephone wall jack
1-LINE
2-EXT
DSL filter supplied by your DSL provider
Back view of the HP Officejet

Caution! If you do not use the supplied cord to connect from the DSL filter to your HP Officejet, you may not be able to fax successfully. If you live in one of the countries listed in the table on page 119, you received a special 2-wire cord. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

1. Obtain a DSL filter from your DSL provider.
2. Using the phone cord supplied in the box with your HP Officejet, connect one end to the open port on the DSL filter, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.
3. Connect the DSL filter cord to the telephone wall jack.
4. Proceed to **how to tell if the following instructions apply to you** on page 119 to determine what else you need to do to finish setting up your HP Officejet.

faxing with a PBX phone system or an ISDN line

If your telephone line has a PBX system, make sure you dial the number for an outside line before dialing the fax number.

> **Caution!** Many digital PBX systems include a call-waiting tone that is factory-set to "on." This call-waiting tone will interfere with any fax transmission, and you will not be able to send or receive faxes with your HP Officejet. Refer to your digital PBX system's documentation for instructions on how to turn off the call-waiting tone.

If you are using either a PBX or an ISDN converter, make sure the HP Officejet is connected to the port that is designated for fax and phone use.

Some ISDN systems allow you to configure the ports for specific phone equipment—for example, you might have assigned one for telephone and Group 3 fax and another for multiple purposes.

> **Note:** If you have problems when connected to the fax/phone port of your ISDN converter, try using the port designated for multiple purposes (might be labeled "multi-combi" or something similar).

how to tell if the following instructions apply to you

The rest of the fax setup instructions in this chapter are intended for parallel-type telephone systems, which are most common in the countries/regions listed in the table below.

- If all of your telephone equipment (modems, phones, answering machines, and faxes) connects directly to your telephone wall jack, you probably have a serial-type telephone system. Check the table below to make sure that your country/region does not appear in the list. If you are unsure which kind of telephone system you have (parallel or serial), check with your telephone company. If you have a serial system, you do not need to read further. If you have Caller ID on the line where you will install your HP Officejet, please refer to **use caller ID** on page 66 and **block junk fax numbers** on page 66.
- If your country/region is listed, use the following instructions to complete your fax setup.

use this chapter if located in one of these countries/regions		
Argentina	Australia	Brazil
Canada	Chile	China
Colombia	Greece	India
Indonesia	Ireland	Japan
Korea	Latin America	Malaysia
Mexico	Philippines	Poland
Portugal	Russia	Saudi Arabia

use this chapter if located in one of these countries/regions		
Singapore	Spain	Taiwan
Thailand	USA	Venezuela
Vietnam		

how to choose the right fax setup for your office

Caution! Please refer to **how to tell if the following instructions apply to you** on page 119 before following any of these instructions.

To fax successfully, you need to know what types of equipment and services (if any) share the same telephone line with your HP Officejet. This is important because you might need to connect some of your existing office equipment directly to your HP Officejet, and you might also need to change some fax settings before you can fax successfully.

To determine the best way to set up the HP Officejet in your office, first read through the questions in this section and record your answers. Next, refer to the table in the following section and choose the recommended setup case based on your answers.

Be sure to read and answer the following questions in the order they are presented.

1 **Do you subscribe to a distinctive ring service through your phone company that provides multiple phone numbers with different ring patterns?**

❑ Yes, I have distinctive ring.

❑ No.

If you answered "Yes," proceed directly to **case B: faxing with a distinctive ring service on the same line** on page 124. You do not need to continue answering questions.

If you answered "No," please continue answering questions.

Not sure if you have distinctive ring? Many phone companies offer a distinctive ring feature that allows you to have several phone numbers on one phone line.

When you subscribe to this service, each number will have a different ring pattern—for example, single, double, and triple rings. You might assign one phone number with a single ring to your voice calls, and another phone number with double rings to your fax calls. This allows you—and your HP Officejet—to tell the difference between voice and fax calls when the phone rings.

2 **Do you receive voice calls at the same phone number you will use for fax calls on your HP Officejet?**

❑ Yes, I receive voice calls.

❑ No.

Please continue answering questions.

3 **Do you have a PC modem on the same telephone line as your HP Officejet?**

- ❑ Yes, I have a PC modem.
- ❑ No.

  Here is how to determine if you have a PC modem. If you answer "Yes" to any of the following questions, you are using a PC modem:
  - Do you send and receive faxes directly to and from your computer programs through a dial-up connection?
  - Do you use e-mail on your computer through a dial-up connection?
  - Do you access the Internet from your computer through a dial-up connection?

  Please continue answering questions.

4 Do you have an answering machine that answers voice calls at the same phone number you will use for fax calls on your HP Officejet?

- ❑ Yes, I have an answering machine.
- ❑ No.

  Please continue answering questions.

5 Do you subscribe to a voice mail service through your phone company at the same phone number you will use for fax calls on your HP Officejet?

- ❑ Yes, I have a voice mail service.
- ❑ No.

select your fax setup case from this table

Now that you have answered all of the questions about the equipment and services that share the phone line with your HP Officejet, you are ready to choose the best setup case for your office.

From the first column in the following table, choose the combination of equipment and services applicable to your office setting. Then look up the appropriate setup case in the second column. Step-by-step instructions are included for each case later in this chapter.

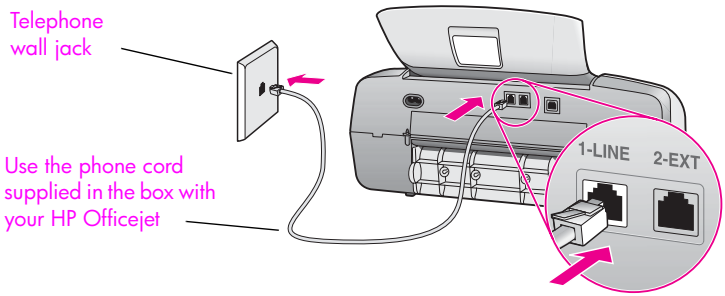
If you have answered all of the questions in the previous section and have none of the described equipment or services, choose "None" from the first column in the table.

other equipment/services sharing your fax line	recommended fax setup
None (You answered "No" to all questions.)	Case A: Separate fax line (no voice calls received)
Distinctive ring service (You answered "Yes" to question 1 only.)	Case B: Faxing with a distinctive ring service on the same line
Voice calls (You answered "Yes" to question 2 only.)	Case C: Shared voice/fax line
PC modem (You answered "Yes" to question 3 only.)	Case D: Fax line shared with PC modem (no voice calls received)

other equipment/services sharing your fax line	recommended fax setup
Voice calls and PC modem (You answered "Yes" to questions 2 and 3 only.)	Case E: Shared voice/fax line with PC modem
Voice calls and answering machine (You answered "Yes" to questions 2 and 4 only.)	Case F: Shared voice/fax line with answering machine
Voice calls, PC modem, and answering machine (You answered "Yes" to questions 2, 3, and 4 only.)	Case G: Shared voice/fax line with PC modem and answering machine
Voice calls and voice mail service (You answered "Yes" to questions 2 and 5 only.)	Case H: Shared voice/fax line with voice mail
Voice calls, PC modem, and voice mail service (You answered "Yes" to questions 2, 3, and 5 only.)	Case I: Shared voice/fax line with PC modem and voice mail

case A: separate fax line (no voice calls received)

If you have a separate fax line on which you receive no voice calls, and you have no other equipment connected on this phone line, connect your HP Officejet as described in this section.



Back view of the HP Officejet

1 Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

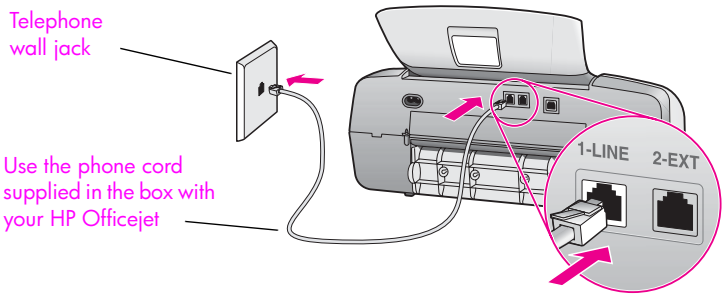
2 Press the **Answer Mode** button on the front panel until **Fax** appears on the display.

how your hp officejet will answer fax calls

When the phone rings, your HP Officejet will answer automatically after the number of rings you set in the Rings to Answer setting. Then it will begin emitting fax reception tones to the sending fax machine and receive the fax.

case B: faxing with a distinctive ring service on the same line

If you subscribe to a distinctive ring service through your phone company that allows you to have multiple phone numbers on one phone line, each with a different ring pattern, connect your HP Officejet as described in this section.



Back view of the HP Officejet

1 Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

2 Press the **Answer Mode** button on the front panel until **Fax** appears on the display.

3 Change the **Answer Ring Pattern** setting to the pattern that has been assigned by the phone company to your fax number—for example, double rings or triple rings.

a. Press **Setup**.
b. Press **4**, then press **1**.
c. Press ▸ to scroll through the options.
d. When the ring pattern that the phone company established for your fax number appears on the display, press **OK**.

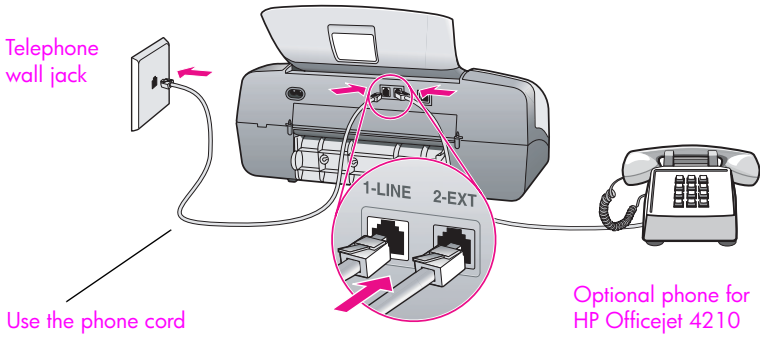
Note: Your HP Officejet is factory-set to answer all ring patterns. If you do not set the correct ring pattern assigned by the phone company to your fax number, your HP Officejet might answer both voice calls and fax calls or it might not answer at all.

how your hp officejet will answer fax calls

Your HP Officejet will automatically answer incoming calls that have the ring pattern you selected (Answer Ring Pattern setting) after the number of rings you selected (Rings to Answer setting). Then it will begin emitting fax reception tones to the sending fax machine and receive the fax.

case C: shared voice/fax line

If you receive both voice calls and fax calls at the same phone number, and you have no other office equipment (or voice mail) on this phone line, connect your HP Officejet as described in this section.


Telephone wall jack
1-LINE
2-EXT
Use the phone cord supplied in the box with your HP Officejet
Back view of the HP Officejet
Optional phone for HP Officejet 4210 Series with no handset.

1. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

2. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet, and then connect a phone to this port.
3. Follow the instructions below that apply to your HP Officejet.

hp officejet 4210 series (with no handset)

Now you need to decide how you want to answer fax calls: automatically or manually.

how to answer fax calls automatically

4. Press the **Answer Mode** button on the front panel until **Fax** appears on the display.
5. Set **Rings to Answer** to **6**.
   a. Press **Setup**.
   b. Press **3**, then **3**.
   c. Enter **6** using the keypad.
   d. Press **OK**.

Your HP Officejet will not be able to distinguish between fax and voice calls in this case. If you suspect a voice call is incoming, you will need to answer it before the 6th ring or the HP Officejet will answer with fax tones.

Note: If you pick up the phone before the 6th ring and hear fax tones from a sending fax machine, you will need to manually answer the fax call. For information about how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually from a phone** on page 48.

how to answer fax calls manually

To receive faxes manually, you must be available to respond in person to incoming fax calls or your HP Officejet cannot receive faxes.

6 Press the **Answer Mode** button on the front panel until **Tel** appears on the display.

The HP Officejet will never answer the call. You must answer the call, and if it is a fax call, manually accept the fax. For information about how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually from a phone** on page 48.

hp officejet 4250 series (with handset)

- Press the **Answer Mode** button on the front panel until **Fax/Tel** appears on the display.

how your hp officejet will answer fax calls

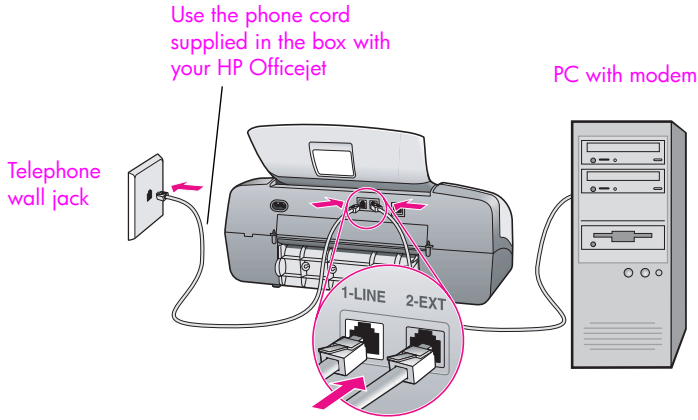
The HP Officejet automatically answers all incoming calls based on the Rings to Answer setting. If the call is a fax call, the HP Officejet will receive the fax.

If the call is a voice call, the HP Officejet will create a special ring to indicate it is a voice call. You will need to answer the incoming voice call using the attached handset. You should not answer voice calls from other telephones on the line. The device cannot tell that you picked up the extension phone and will keep ringing. You will have to press Cancel on the HP Officejet to stop the ringing.

case D: fax line shared with PC modem (no voice calls received)

If you have a fax line on which you receive no voice calls, and you also have a PC modem connected on this line, connect your HP Officejet as described in this section.

Note: Since your PC modem shares the telephone line with your HP Officejet, you will not be able to use both your PC modem and your HP Officejet simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



Back view of the HP Officejet

1. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled "2-EXT" on the back of your HP Officejet.
3. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.
4. Press the **Answer Mode** button on the front panel until **Fax** appears on the display.
5. If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

   Caution! If you do not turn off the auto fax receive setting in your PC modem software, your HP Officejet will not be able to receive faxes.

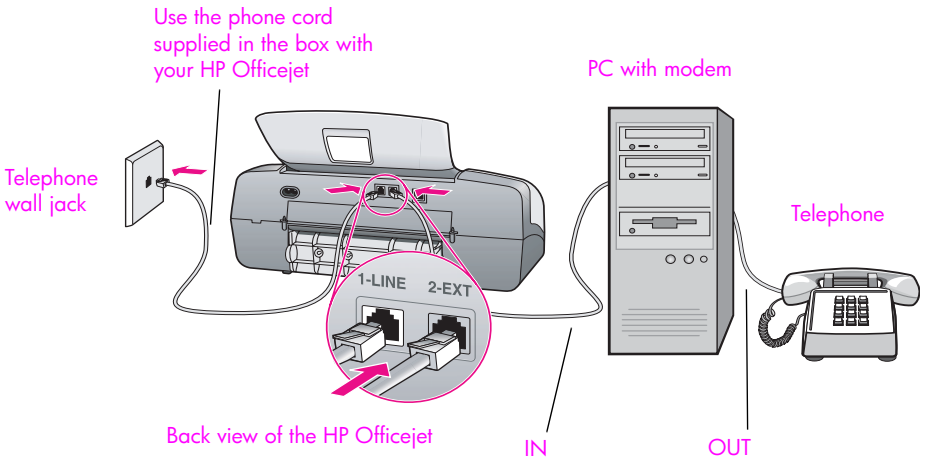
how your hp officejet will answer fax calls

When the phone rings, your HP Officejet will answer automatically after the number of rings you set in the Rings to Answer setting. Then it will begin emitting fax reception tones to the sending fax machine and receive the fax.

case E: shared voice/fax line with PC modem

If you receive both voice calls and fax calls at the same phone number, and you also have a PC modem connected on this phone line, connect your HP Officejet as described in this section.

Note: Since your PC modem shares the telephone line with your HP Officejet, you will not be able to use both your PC modem and your HP Officejet simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled "2-EXT" on the back of your HP Officejet.
3. Connect a phone to the "out" port on the back of your PC modem.
4. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.
5. If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

   Caution! If you do not turn off the auto fax receive setting in your PC modem software, your HP Officejet will not be able to receive faxes.
6. Follow the instructions below that apply to your HP Officejet.

hp officejet 4210 series (with no handset)

Now you need to decide how you want to answer fax calls: automatically or manually.

how to answer fax calls automatically

1. Press the **Answer Mode** button on the front panel until **Fax** appears on the display.
2. Set **Rings to Answer** to **6**.
   a. Press **Setup**.
   b. Press **3**, then **3**.
   c. Enter **6** using the keypad.
   d. Press **OK**.

Your HP Officejet will not be able to distinguish between fax and voice calls in this case. If you suspect a voice call is incoming, you will need to answer it before the 6th ring or the HP Officejet will answer with fax tones.

Note: If you pick up the phone before the 6th ring and hear fax tones from a sending fax machine, you will need to manually answer the fax call. For information about how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually from a phone** on page 48.

how to answer fax calls manually

To receive faxes manually, you must be available to respond in person to incoming fax calls or your HP Officejet cannot receive faxes.

- Press the **Answer Mode** button on the front panel until **Tel** appears on the display.

The HP Officejet will never answer the call. You must answer the call, and if it is a fax call, manually accept the fax. For information about how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually from a phone** on page 48.

hp officejet 4250 series (with handset)

- Press the **Answer Mode** button on the front panel until **Fax/Tel** appears on the display.

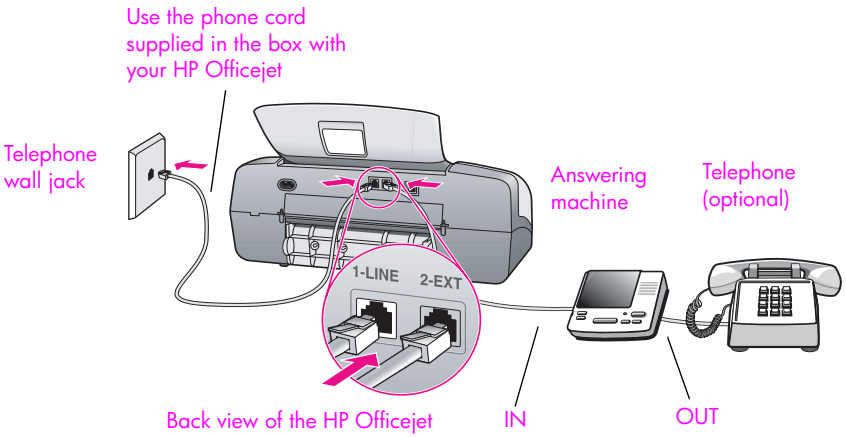
how your hp officejet will answer fax calls

The HP Officejet automatically answers all incoming calls based on the RIngs to Answer setting. If the call is a fax call, the HP Officejet will receive the fax.

If the call is a voice call, the HP Officejet will create a special ring to indicate it is a voice call. You will need to answer the incoming voice call using the attached handset. You should not answer voice calls from other telephones on the line. The device cannot tell that you picked up the extension phone and will keep ringing. You will have to press Cancel on the HP Officejet to stop the ringing.

case F: shared voice/fax line with answering machine

If you receive both voice calls and fax calls at the same phone number, and you also have an answering machine that answers voice calls at this phone number, connect your HP Officejet as described in this section.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet.
2. Unplug your answering machine from the telephone wall jack, and connect it to the port labeled "2-EXT" on the back of your HP Officejet.

   Caution! If you do not connect your answering machine directly to your HP Officejet, fax tones from a sending fax machine could be recorded on your answering machine, and you probably will not be able to receive faxes with your HP Officejet.
3. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.
4. Press the **Answer Mode** button on the front panel until **AnswerMachine** appears on the display.
5. (Optional) If your answering machine does not have a handset, for convenience you might want to connect a phone to the back of your answering machine at the "out" port.

how your hp officejet will answer fax calls

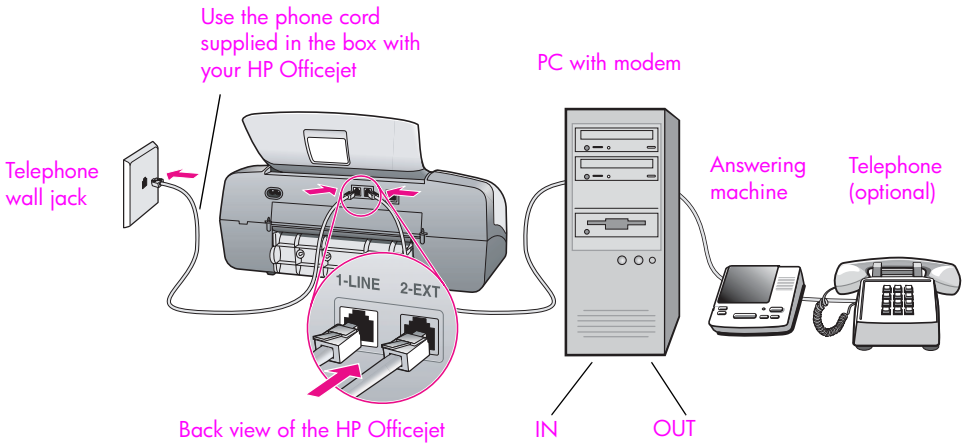
When the phone rings, your answering machine will answer and then play your recorded greeting. The HP Officejet monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the

HP Officejet will emit fax reception tones and receive the fax; if there are no fax tones, the HP Officejet stops monitoring the line and your answering machine can record a voice message.

case G: shared voice/fax line with PC modem and answering machine

If you receive both voice calls and fax calls at the same phone number, and you also have a PC modem and answering machine connected on this phone line, connect your HP Officejet as described in this section.

Note: Since your PC modem shares the telephone line with your HP Officejet, you will not be able to use both your PC modem and your HP Officejet simultaneously. For example, while you are sending and receiving faxes, you will not be able to send e-mail or access the Internet.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled "2-EXT" on the back of your HP Officejet.
3. Unplug your answering machine from the telephone wall jack, and connect it to the "out" port on the back of your PC modem.

   This allows a direct connection between the HP Officejet and your answering machine, even though the PC modem is connected first in line.

   Caution! If you do not connect your answering machine in this way, fax tones from a sending fax machine could be recorded on your answering machine, and you will probably not be able to receive faxes with your HP Officejet.
4. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire phone cord is different from the more common 4-wire cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

5 Press the **Answer Mode** button on the front panel until **AnswerMachine** appears on the display.

6 If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

Caution! If you do not turn off the auto fax receive setting in your PC modem software, your HP Officejet will not be able to receive faxes.

7 (Optional) If your answering machine does not have a built-in phone, for convenience you might want to connect a phone to the back of your answering machine at the "out" port.

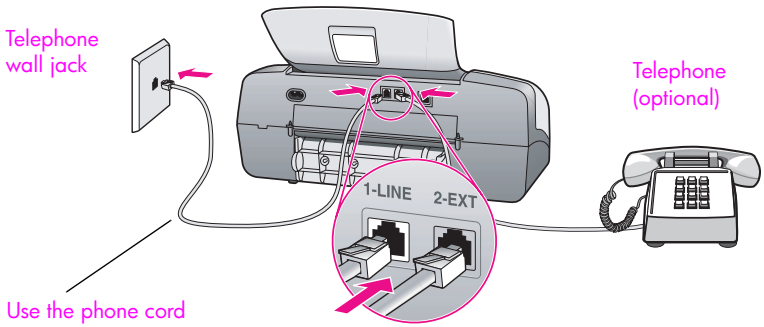
how your hp officejet will answer fax calls

When the phone rings, your answering machine will answer and then play your recorded greeting. The HP Officejet monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the HP Officejet will emit fax reception tones and receive the fax; if there are no fax tones, the HP Officejet stops monitoring the line and your answering machine can record a voice message.

case H: shared voice/fax line with voice mail

Note: The HP Officejet cannot receive faxes automatically if you have a voice mail service, so you must be available to respond in person (manually) to incoming fax calls. If you want to receive faxes automatically instead, contact your phone company to subscribe to a distinctive ring service, or to obtain a separate phone line for faxing.

If you receive both voice calls and fax calls at the same phone number, and you also subscribe to a voice mail service through your phone company, connect your HP Officejet as described in this section.


Telephone wall jack
Telephone (optional)
1-LINE
2-EXT
Use the phone cord supplied in the box with your HP Officejet
Back view of the HP Officejet

1. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

2. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet, and then connect a phone to this port.
3. Press the **Answer Mode** button on the front panel until **TEL** appears on the display.

how to answer fax calls manually

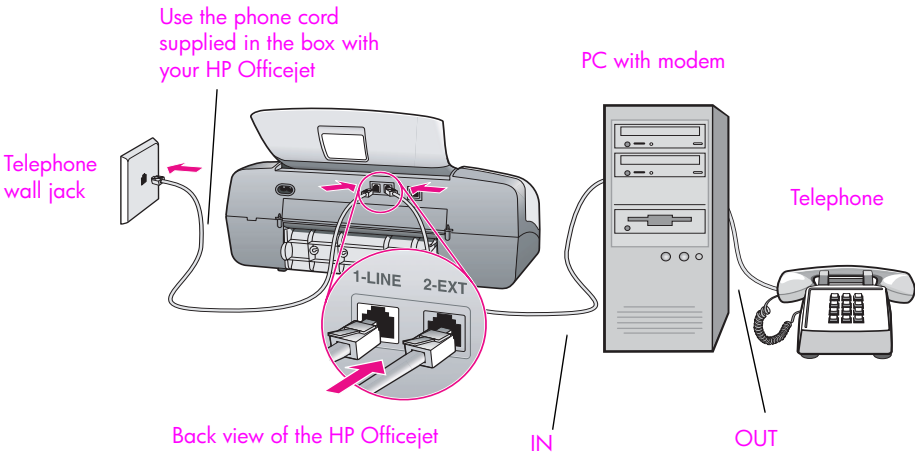
You must be available to respond in person to incoming fax calls, or your HP Officejet cannot receive faxes. For information about how to receive fax calls manually from your attached phone and from an extension phone, see **receive a fax manually from a phone** on page 48.

case I: shared voice/fax line with PC modem and voice mail

Note: The HP Officejet cannot receive faxes automatically if you have a voice mail service, so you must be available to respond in person (manually) to incoming fax calls. If you want to receive faxes automatically instead, contact your phone company to subscribe to a distinctive ring service, or to obtain a separate phone line for faxing.

If you receive both voice calls and fax calls at the same phone number, use a PC modem on the same phone line, and also subscribe to a voice mail service through your phone company, connect your HP Officejet as described in this section.

Note: Since your PC modem shares the telephone line with your HP Officejet, you will not be able to use both your PC modem and your HP Officejet simultaneously. For example, while you are sending and receiving faxes, you will not be able to e-mail or access the Internet.



1. Remove the white plug from the port labeled "2-EXT" on the back of your HP Officejet.
2. Find the phone cord that connects from the back of your computer (your PC modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled "2-EXT" on the back of your HP Officejet.
3. Connect a phone to the "out" port on the back of your PC modem.
4. Using the phone cord supplied in the box with your HP Officejet, connect one end to your telephone wall jack, then connect the other end to the port labeled "1-LINE" on the back of your HP Officejet.

   Caution! If you do not use the supplied cord to connect from the telephone wall jack to your HP Officejet, you probably will not be able to fax successfully. This special 2-wire cord is different from the more common 4-wire phone cords you might already have in your office. For more information about how to tell the difference between the cords, see **I have difficulties when sending faxes and when receiving faxes** on page 146.

5 Press the **Answer Mode** button on the front panel until **TEL** appears on the display.

6 If your PC modem's software is set to automatically receive faxes to your computer, turn off that setting.

Caution! If you do not turn off the auto fax receive setting in your modem software, your HP Officejet will not be able to receive faxes.

how to answer fax calls manually

You must be available to respond in person to incoming fax calls, or your HP Officejet cannot receive faxes. For information about how to receive fax calls manually from your attached phone and from an extension phone, see **send a fax manually from a telephone** on page 43.

13 troubleshooting information

This section contains troubleshooting information for the HP Officejet 4200 Series (HP Officejet). Specific information is provided for installation and configuration topics. References to our online troubleshooting help are provided for operational topics.

This section contains the following:

- **installation troubleshooting** on page 137
- **operational troubleshooting** on page 150

installation troubleshooting

Installation and configuration troubleshooting tips are included in this section for some of the most common issues associated with HP Officejet fax setup, and software and hardware installation.

This section includes the following topics:

- **software and hardware installation troubleshooting** on page 137
- **fax setup troubleshooting** on page 146

software and hardware installation troubleshooting

If you encounter a software or hardware problem during installation, see the topics below for a possible solution.

During a normal installation of the HP Officejet software, the following things occur:

- The HP Officejet CD-ROM runs automatically
- The software installs
- Files are copied to your hard drive
- You are requested to plug in the HP Officejet
- A green OK and check mark appear on an installation wizard screen
- You are requested to restart your computer
- the Fax Setup wizard runs
- The registration process runs

If any of these things did not occur, there might be a problem with the installation.

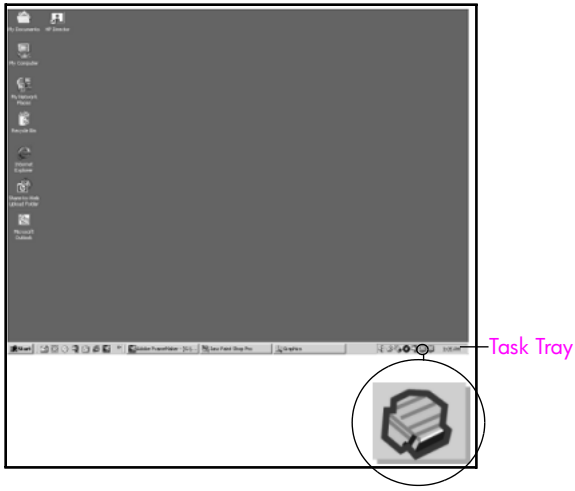
To check the installation on a Macintosh, verify the following:

- Double-click the HP Officejet and make sure the essential icons (scan picture, scan document, send fax, and hp gallery appear in the HP Director. If the essential icons do not appear immediately, you might need to wait a few minutes for the HP Officejet to connect to your computer. Otherwise see below.
- Open the Chooser and check to see that the HP Officejet is listed.

To check the installation on a PC, verify the following:

- Double-click the HP Officejet and make sure the essential icons (scan picture, scan document, send fax, and hp image zone appear in the HP Director. If the essential icons do not appear immediately, you might need to wait a few minutes for the HP Officejet to connect to your computer. Otherwise see below.
- Open the Printers dialog box and check to see that the HP Officejet is listed.

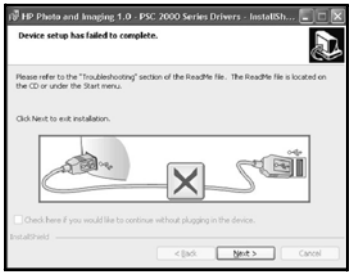
Look at the system tray for an HP Officejet icon. This indicates that the HP Officejet is ready. The HP Officejet icon normally appears in the lower-right corner of the desktop in the Task Tray.



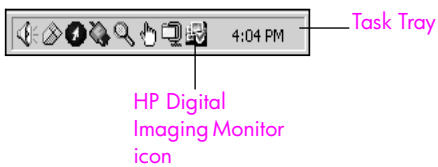
software installation troubleshooting

Use this section to solve any problems you might encounter while installing the HP Officejet software.

problem	possible cause and solution
When I insert the CD-ROM into my computer's CD-ROM drive, nothing happens	If nothing appears on your computer screen after you insert the HP Officejet 4200 Series CD-ROM into your computer's CD-ROM drive: 1 From the Windows **Start** menu, choose **Run**. 2 In the Run dialog box, enter **d:\setup.exe** (if your CD-ROM drive is not assigned to drive letter d, use the appropriate drive letter), then click **OK**.

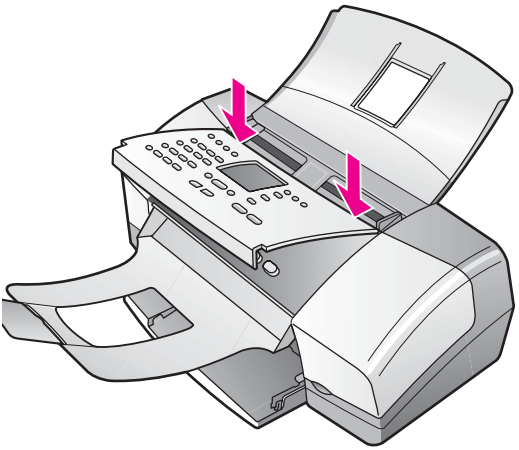
problem	possible cause and solution
The minimum system checks screen appears during installation	If the minimum system checks screen appears, your system does not meet the recommended requirements to install the software. Click **Details** to see what the specific problem is. Then correct the problem before attempting to install the software.
A red X appears on the USB connect prompt	 If a red X appears on the USB connect prompt, follow these steps: 1 Verify that the front panel cover is firmly attached, then unplug the HP Officejet and plug it in again. 2 Verify that the USB and power cables are plugged in. 3 Verify that the USB cable is set up properly as follows: – Unplug the USB cable and plug it in again. – Do not attach the USB cable to a keyboard or non-powered hub. – Verify that the USB cable is 3 meters or less in length. – If you have several USB devices attached to your computer, you might want to unplug the others during the installation. 4 Continue with the installation and reboot the computer when prompted. Then open HP Director and check for the essential icons (scan picture, scan document, send fax, and hp image zone). 5 If the essential icons still do not appear in HP Director, remove the software and then reinstall it as described in **Some of the icons are missing in the HP Director** on page 140.
I received a message that an unknown error has occurred	If you receive an unknown error message, try to continue with the installation. If that doesn't work, discontinue the installation and try to begin the installation again.

problem	possible cause and solution
Some of the icons are missing in the HP Director	If the essential icons (scan picture, scan document, send fax, and hp image zone) do not appear, your installation might not be complete. If your installation is incomplete, you might need to uninstall and then reinstall the software. Do *not* simply delete the HP Officejet program files from your hard drive. Be sure to remove them properly using the uninstall utility provided in the HP Officejet program group. **to uninstall from a Windows computer** 1 Disconnect your HP Officejet from your computer. 2 On the Windows task bar, click **Start**, **Programs** or **All Programs** (XP), **Hewlett-Packard**, **hp officejet 4200 series**, **uninstall software**. 3 Follow the directions on the screen. 4 If you are asked whether you would like to remove shared files, click **No**. Other programs that use these files might not work properly if the files are deleted. 5 After the program finishes removing the software, disconnect your HP Officejet, and restart your computer. **Note:** It is important that you disconnect your HP Officejet before restarting your computer. 6 To reinstall the software, insert the HP Officejet 4200 Series CD-ROM into your computer's CD-ROM drive, and follow the instructions that appear on the screen 7 After the software is installed, connect the HP Officejet to your computer. Turn on the HP Officejet using the On button. To continue with the installation, follow the onscreen instructions and the instructions provided in the Setup Poster that came with your HP Officejet. After connecting and turning on your HP Officejet, you might have to wait several minutes for all of the Plug and Play events to complete. When the software installation is complete, you will see a Status Monitor icon in the System Tray. 8 To verify that the software is properly installed, double-click the HP Director icon on the desktop. If the HP Director shows the key icons (scan picture, scan document, send fax, and hp image zone), the software has been properly installed.

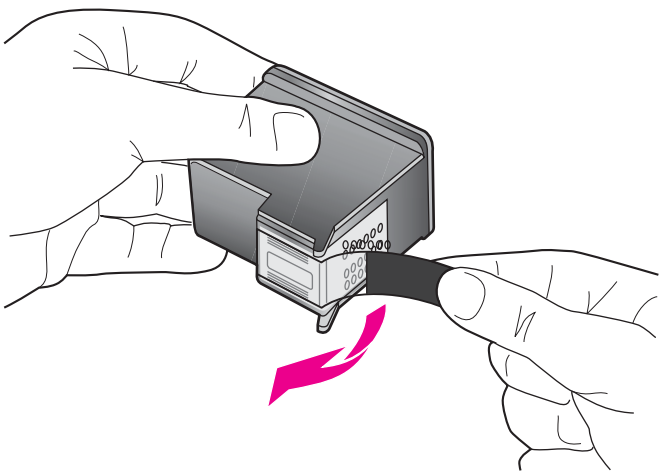
problem	possible cause and solution
Some of the icons are missing in the hp director (continued)	**to uninstall from a Macintosh computer** 1 Disconnect the HP Officejet from your Macintosh. 2 Double-click the **Applications:HP All-in-One Software** folder. 3 Double-click **HP Uninstaller**. 4 Follow the onscreen instructions. 5 After the software is uninstalled, disconnect your HP Officejet, and restart your computer. 6 To reinstall the software, insert the HP Officejet 4200 Series CD-ROM into your computer's CD-ROM drive. **Note:** When reinstalling the software, follow the instructions in the Setup Poster. Do not connect the HP Officejet to your computer until after you have completed the software installation. 7 On the desktop, open the CD-ROM, double-click **hp all-in-one installer**, and follow the instructions that appear.
The fax wizard does not start	If the fax wizard does not start automatically, launch the fax wizard as follows: 1 Start **HP Director** in the Hewlett-Packard folder on the Windows **Start** menu. 2 Click the **Settings** menu, and select **Fax Settings and Setup** and then **Fax Setup Wizard**.
The registration screen does not appear	If you wish to register your HP Officejet but the registration wizard does not automatically appear, launch the Product Registration program in the HP folder on the Windows **Start** menu.
The Digital Imaging Monitor does not appear in the Task Tray	If the Digital Imaging Monitor does not appear in the Task Tray, wait several minutes. If it still doesn't appear, click HP Director to check whether or not essential icons are there. For more information, see **Some of the icons are missing in the HP Director** on page 140. The Task Tray normally appears in the lower-right corner of the Windows desktop. 

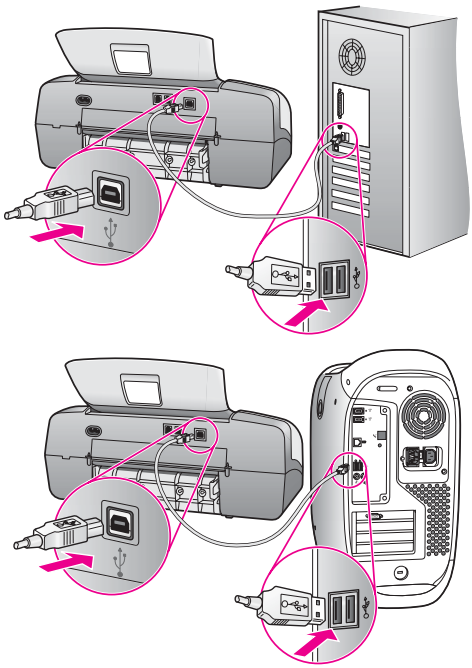
hardware installation troubleshooting

Use this section to solve any problems you might encounter while installing the HP Officejet hardware.

problem	possible cause and solution
I received a message on the front panel display to attach the front panel cover	This might mean the front panel cover is not attached, or it is attached incorrectly. Make sure that you attach the cover as described below and that it is firmly in place. 1 Insert the front-panel cover tabs into the slots on the top of the device.  2 Snap the front-panel cover down firmly on both front corners. Make sure it is even with the device. 3 Make sure all the buttons can move freely.

problem	possible cause and solution
The front panel displays the wrong language	The HP Officejet has been set up with the incorrect language or country/region. Usually, you set the language and country/region when you first set up the HP Officejet. However, you can change these settings at any time by using the following procedure: 1 Press **Setup**. 2 Press **6**, then press **3**. This selects Preferences and then selects Set Language & Country/Region. After starting the routine, the following prompt is presented on the front panel display: Press 11 for English? If you want to change the language to English, enter 11 using the keypad, or you can also scroll through the languages using ◄ or ►. Otherwise, wait for five seconds and the display changes automatically to the next available language. When you see the language you want, enter its two-digit number using the keypad. 3 When prompted to confirm the language, press **1** for Yes or **2** for No. You are prompted with all the countries/regions for the selected language. You can also scroll through the countries/regions using ◄ or ►. 4 Using the keypad, enter the two-digit number for the desired country/region. 5 When prompted, press **1** for Yes or **2** for No. 6 You can confirm the language and country/region by printing a Self-Test Report, as follows: a. Press **Setup**. b. Press **1**, then press **5**. This selects Print Report, and then selects Self-Test Report.
I received a message on the front panel display to align the print cartridges	The HP Officejet prompts you to align cartridges every time you install a new print cartridge. For more information, see **align the print cartridges** on page 86.

problem	possible cause and solution
My HP Officejet does not power on	• The HP Officejet may not be properly connected to a power supply. – Make sure the connection from the power outlet to the HP Officejet is firmly connected. Plug the power cord into a grounded power outlet, surge protector, or power strip.and wait a few seconds for the HP Officejet to power on – If the HP Officejet is plugged in to a power strip, make sure the strip is turned on. – Test the power outlet to make sure it is working. – If you plugged the HP Officejet into a switched outlet, make sure the switch is on. • The HP Officejet might not respond if you press the On button too quickly. Press the On button once slowly. • If the HP Officejet still does not turn on, it might have a mechanical failure. Unplug the HP Officejet from the power outlet and contact HP.
The HP Officejet does not print satisfactorily	First check to see whether the print cartridge is out of ink. To do this, see **print a self-test report** on page 80. However, before you do this, check the print cartridge to make sure you have properly removed its packaging. Being careful not to touch the gold-colored contacts or ink nozzles, make sure you have gently pulled the pink tab to remove the plastic tape.  If you determine that you need to replace a print cartridge see **replace the print cartridges** on page 82.
I received a message on the front panel display about a paper jam or a blocked carriage	If either a paper jam or blocked carriage error message appears in the front panel display there might be some packing material inside the HP Officejet. Lift open the print-carriage access door to expose the print cartridges and remove any packing material or other items that do not belong there.

problem	possible cause and solution
My USB cable is not connected	Connecting your computer to your HP Officejet with a USB cable is straightforward. Simply plug one end of the USB cable into the back of your computer and the other in the back of the HP Officejet. You can connect to any USB port on the back of your computer. 

additional installation troubleshooting help

You might want to refer to the Read Me file for more information on possible installation problems. In Windows, you can access the Read Me file from the Start button on the taskbar; select **Programs**, **Hewlett-Packard**, **HP Officejet 4200 Series**, **View the Readme File**. In Macintosh OS 9 or OS X, you can access the readme file by double-clicking the icon located in the top-level folder of the HP Officejet software CD-ROM.

The readme file provides more information, including:

- Using the Re-install utility after a failed installation to return your computer to a state that will allow the HP Officejet to be re-installed.
- Using the Re-install utility in Windows 98 to recover from a Composite USB System Driver missing.

  This error might occur if the hardware is installed prior to installing the software. After running the Re-install utility, reboot your PC, and install the HP Officejet software before connecting the HP Officejet to your computer.

You can also find more information on the HP website at:

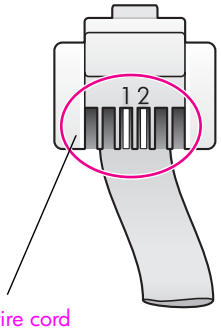
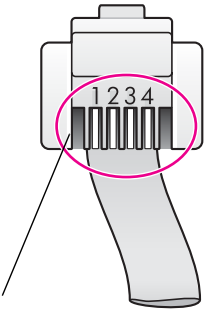
www.hp.com/support

fax setup troubleshooting

Use this section to solve any problems you might encounter while setting up your HP Officejet for faxing.

For information about how to set up your HP Officejet for faxing, see **fax setup** on page 131.

For more information on solving problems you could have while faxing with your HP Officejet, see the **hp officejet 4200 series** troubleshooting section in the onscreen **hp image zone help** that came with your software.

problem	possible cause and solution
I have difficulties when sending faxes and when receiving faxes	• Make sure you connected the HP Officejet from the port labeled "1-LINE" to your telephone wall jack using the phone cord supplied in the box with your HP Officejet.* This special 2-wire cord is different from the more common 4-wire cords you might already have in your office. Check the end of the cord and compare it to the two types of cords shown below:  2-wire cord End view of the 2-wire phone cord supplied in the box with your HP Officejet  4-wire cord End view of a 4-wire phone cord that will probably cause faxing problems if connected directly to your HP Officejet * This possible cause/solution applies only in the countries/regions that receive a 2-wire phone cord in the box with the HP Officejet, including: Argentina, Australia, Brazil, Canada, Chile, China, Colombia, Greece, India, Indonesia, Ireland, Japan, Korea, Latin America, Malaysia, Mexico, Philippines, Poland, Portugal, Russia, Saudi Arabia, Singapore, Spain, Taiwan, Thailand, USA, Venezuela, and Vietnam. If you used a 4-wire cord, disconnect it, find the supplied 2-wire cord, and then connect the 2-wire cord to the HP Officejet (at the port labeled "1-LINE"). **Note:** If the 2-wire cord is not long enough and you need to extend it, you might want to purchase an in-line coupler and use a 4-wire cord to increase the length. The type of coupler you would need allows you to connect a 2-wire cord at one end, and a 4-wire cord at the other. Attach the 2-wire cord from the "1-LINE" port of the HP Officejet to one side of the coupler; then attach a 4-wire cord from the opposite side of the coupler to the telephone wall jack.

problem	possible cause and solution
I have difficulties when sending faxes and when receiving faxes *(continued)*	• Make sure you have correctly connected the HP Officejet to the telephone wall jack, and correctly connected any additional equipment and services that share the phone line with your HP Officejet. • Using a telephone line splitter can cause faxing problems. (A splitter is two-cord connector that plugs into a wall jack.) Try removing the splitter and connecting the HP Officejet directly to the telephone wall jack. • Check that the telephone wall jack has a working telephone line by plugging in a phone and checking for a dial tone. • Telephone lines with poor sound quality (noise) can cause faxing problems. Check the sound quality of the telephone line by plugging a phone into the wall jack and listening for static or other noise. If you hear noise, turn off the Error Correction Mode (ECM) feature on your HP Officejet and try faxing again. For information, see **use error correction mode** on page 65. Also contact your phone company to report the noise problem on your line. • Other equipment using the same telephone line as the HP Officejet might be in use. For example, you cannot use your HP Officejet for faxing if an extension phone is off-hook, or if you are using your PC modem to e-mail or access the Internet. • If you are using a digital subscriber line (DSL), make sure that you have a DSL filter connected or you will not be able to fax successfully. Obtain a DSL filter from your DSL provider. The DSL filter removes the digital signal that blocks your HP Officejet from communicating properly with the telephone line. For information on how to connect the DSL filter, see **faxing from a DSL line** on page 131. • Check for error messages on the front panel display of your HP Officejet. Until a product error condition is resolved, you will not be able to send or receive faxes. For information on resolving error conditions, see the **hp officejet 4200 series** troubleshooting section in the onscreen **hp image zone help** that came with your software. • If you are using either a PBX or an ISDN converter, make sure the HP Officejet is connected to the port that is designated for fax and phone use. Note that some ISDN systems allow you to configure the ports for specific phone equipment—for example, you might have assigned one for telephone and Group 3 fax and another for multiple purposes. If you continue to have problems when connected to the fax/phone port, try using the port designated for multiple purposes (might be labeled “multi-combi” or something similar).

problem	possible cause and solution
I cannot receive faxes, but I can send faxes	• The Rings to Answer feature might not be set to answer after the appropriate number of rings for your office setup. • If you have a voice mail service at the same phone number you use for fax calls, you must receive faxes manually, not automatically. For information on how to receive faxes manually, see **receive a fax manually from a phone** on page 48. • If you have a PC modem on the same phone line with your HP Officejet, check to make sure that the modem's software is not set to receive faxes automatically. Modems with this auto fax receive feature turned on will take over the phone line to receive all incoming faxes, which will prevent the HP Officejet from receiving fax calls. • If you have an answering machine on the same phone line with your HP Officejet, you might have one of the following problems: – Your outgoing message might be too long or too loud to allow the HP Officejet to detect fax tones, and the calling fax machine might disconnect. – Your answering machine might not have enough quiet time after your outgoing message to allow the HP Officejet to detect fax tones. This problem is more common with digital answering machines. The following actions might help solve these problems: a. Disconnect the answering machine and then try receiving a fax. If faxing is successful without it, the answering machine might be causing the problem. b. Reconnect the answering machine and re-record your outgoing message. Make sure the message is as short as possible (no more than 10 seconds long), and that you speak softly and slowly when recording it. Try again to receive a fax. • If you have a special ring pattern for your fax phone number (using a distinctive ring service through your telephone company), make sure that the Answer Ring Pattern feature on your HP Officejet is set to match. For example, if the phone company has assigned your fax number a double ring pattern, make sure Double Rings is selected as the Answer Ring Pattern setting. For information on changing this setting, see **change the answer ring pattern (distinctive ringing)** on page 63. Note that some ring patterns cannot be recognized by the HP Officejet, such as those with alternating short and long ringing patterns. If you are having problems with a ring pattern of this type, ask your phone company to assign a non-alternating ring pattern.

problem	possible cause and solution
I cannot receive faxes, but I can send faxes (continued)	• If you are not using a distinctive ring service, check to make sure that the Answer Ring Pattern feature on your HP Officejet is set to All Rings. For information, see **change the answer ring pattern (distinctive ringing)** on page 63. • If your HP Officejet shares the same phone line with other types of phone equipment—such as an answering machine or a PC modem—the fax signal level could be reduced, causing fax reception problems. To find out if other equipment is causing a problem, disconnect everything except the HP Officejet from the phone line, and then try to receive a fax. If fax reception is successful without the equipment, then one or more pieces of the equipment is causing problems; try adding them back one at a time and faxing, until you identify which equipment is causing the problem.
I cannot send faxes, but I can receive faxes	• If you are using speed dial to dial the fax number, the HP Officejet might be dialing too fast or too soon. To solve this problem, try one of the following: – Try manually dialing the fax number from the HP Officejet front panel, or from an attached phone. For information, see **send a fax using monitor dialing** on page 43 or **send a fax manually from a telephone** on page 43. – Re-create the speed dial setting and insert some pauses. For information, see **create individual speed-dial entries** on page 56. • If your telephone line has a PBX system, make sure you are dialing the number for an outside line before dialing the fax number. • The receiving fax machine might be having problems. To check this, try calling the fax number from a telephone and listen for fax tones. If you cannot hear fax tones, the receiving fax might not be turned on or connected, or a voice mail service could be interfering with the recipient's phone line.
I hear static on my telephone line ever since I connected the HP Officejet	• If you did not connect the HP Officejet from the port labeled "1-LINE" to your telephone wall jack using the phone cord supplied in the box with your HP Officejet, you could hear static on your phone line and you probably will not be able to fax successfully.* This special 2-wire cord is different from the more common 4-wire cords you might already have in your office. For more information, see **I have difficulties when sending faxes and when receiving faxes** on page 146.
I hear static on my telephone line ever since I connected the HP Officejet *(continued)*	* This possible cause/solution applies only in the countries/regions that receive a 2-wire phone cord in the box with the HP Officejet, including: Argentina, Australia, Brazil, Canada, Chile, China, Colombia, Greece, India, Indonesia, Ireland, Japan, Korea, Latin America, Malaysia, Mexico, Philippines, Poland, Portugal, Russia, Saudi Arabia, Singapore, Spain, Taiwan, Thailand, USA, Venezuela, and Vietnam. • Using a telephone line splitter could affect the sound quality of your phone line, causing static. Try removing the splitter and connecting the HP Officejet directly to the telephone wall jack.

operational troubleshooting

The **hp officejet 4200 series** troubleshooting section in the **hp image zone help** contains troubleshooting tips for some of the most common issues associated with your HP Officejet.

To access the troubleshooting information from a Windows computer, go to the **HP Director**, click **Help**, and then choose Troubleshooting and Support. Troubleshooting is also available through the Help button that appears on some error messages.

To access troubleshooting information from the Macintosh (OS X), click the **HP Director** icon in the Dock, select HP Help from the HP Director menu, select **hp image zone help**, and then click **hp officejet 4200 series troubleshooting** in the Help Viewer.

To access troubleshooting information from Macintosh OS 9, click the **HP Director** icon on the desktop, go to the **Help** menu and choose **hp image zone help**. Click **hp officejet 4200 troubleshoot**.

If you have Internet access, you can get help from the HP website at:

www.hp.com/support

The website also provides answers to frequently asked questions.

index

Numerics

4 by 6 inch (10 by 15 cm) borderless photos
  fit to page, **30**
  load paper, **20**

A

align ink cartridge, **143**
align print cartridge, **86**, **143**
answer call waiting calls, **50**
answer mode, **44**
answering machine
  set up with voice/fax line, **130**
  set up with voice/fax/PC modem line, **131**
attaching the front panel, **142**
attaching the USB cable, **145**
automatic document feeder, **4**
  paper capacity, **104**
automatic fax reports, **53**

B

baud rate, **65**
best
  copy setting, **28**
block numbers, **66**
blocked carriage, **144**

C

call waiting, **50**
caller ID, **66**
cancel
  copy, **34**
  fax, **68**
  print, **74**
  scan, **36**
  scheduled fax, **42**
cartridges
  align, **86**
  check ink level, **79**
  clean, **88**
  clean contacts, **88**
  handle, **82**
  order, **75**
  replace, **82**
  self-test report, **80**
CD-ROM, **138**
clean
  exterior, **79**
  glass, **77**
  print cartridge contacts, **88**
  print cartridges, **88**
  white strip on scanner lid, **78**
color
  enhance photos, **34**
  faxes, **39**
  intensity, **32**
contrast, fax, **58**
copy, **27**
  black and white, **29**
  cancel, **34**
  default settings, **28**
  enlarge, **30**
  fit to page, **30**
  legal to letter, **32**
  number of copies, **30**
  paper size, **24**
  paper type, **23**, **24**
  photos, enhance, **34**
  quality, **28**
  reduce, **32**
  speed, **28**
  text, enhance, **33**
  washed out original, **32**
country setup, **143**
customer support, **93**
  Australia, **96**
  contact, **93**
  North America, **94**
  outside U.S., **94**
  warranty, **99**
  website, **93**

D

darken
  copies, **32**
  faxes, **59**
  photos, **34**
date, set, **60**
declaration of conformity
  (European Union), **112**
  (U.S.), **114**, **115**
default settings
  copy, **28**
  fax, **59**
  print, **72**
  restore factory defaults, **90**
digital imaging monitor, **141**
distinctive ringing, **63**

E

empty print cartridge, **144**
envelopes
  load, **20**
environment
  energy consumption, **107**
  environmental product stewardship program, **106**
  inkjet supplies recycling, **108**
  material safety data sheets, **107**
  ozone production, **106**
  paper use, **107**
  plastics, **107**
  protecting, **106**
  recycling program, **108**
environmental specifications, **106**
error correction mode (ECM), **65**
essential icons, **139**
essential icons missing, **140**

F

factory defaults, restore, **90**
fast copy setting, **28**
fax, **37**, **89**
  answer calls with handset, **50**
  answer ring pattern, **63**
  automatically receive, **44**
  block junk fax numbers, **66**
  busy, **63**
  caller ID, **66**
  cancel, **68**
  cancel forward, **62**
  cancel scheduled, **42**
  confirm, **38**
  contrast, **58**
  date and time, **60**
  defaults, **59**

distinctive ringing, **63**
enter text, **52**
error correction mode (ECM), **65**
fax specifications, **105**
fax speed, **65**
forward, **62**
header, **51**
lighten or darken, **59**
manually receive, **44**
monitor dialing, **43**
paper size, **24**, **61**
pause, **52**
photos, **39**
poll to receive, **49**
problems sending and/or receiving faxes, **146**, **147**, **148**, **149**
problems with static on the phone line, **149**
pulse dial, **61**
receive, **47**
receive manually, **48**, **49**
receive manually from a front panel, **48**
receive manually from a phone, **48**
receive manually from handset, **49**, **50**
redial busy or unanswered numbers, **63**
reduce automatically, **64**
reports, **53**
reprint, **68**
resolution, **58**
rings to answer, **47**
schedule, **41**
send, **38**
send a color fax, **39**
send basic fax, **39**
send fax using redial, **41**
send from memory, **42**
send manually, **43**
send manually from a phone, **43**
send manually from handset, **43**, **50**
set answer mode, **44**
set up distinctive ring line, **124**
set up DSL line, **118**
set up office equipment, **119**
set up separate fax line, **123**
set up shared voice/fax line, **125**
set up with fax/PC modem line, **126**
set up with voice/fax/ answering machine line, **130**
set up with voice/fax/PC modem line, **128**
set up with voice/fax/PC modem/answering machine line, **131**
set up with voice/fax/PC modem/voice mail line, **134**
set up with voice/fax/voice mail line, **133**
setup, **117**
setup ISDN line, **119**
setup PBX system, **119**
speed dial, **40**
speed-dial entries, add, **56**
speed-dial entries, delete, **57**
speed-dial entries, update, **57**
symbols, **52**
tone dial, **61**
unanswered, **63**
volume, **61**, **62**
fax setup
troubleshooting, **146**
fax wizard does not start, **141**
FCC requirements, **109**
FCC statement, **110**
fit to page, **30**
forward faxes
cancel, **62**
set up, **62**
front panel, **4**
enter text, **52**
menus, **8**
overview, **5**
prompt delay, **91**
scroll speed, **90**
front panel display, **142**
set language, **143**

G

glass, clean, **77**
greeting cards, **22**
group speed dial entries, **56**

H

handset
call waiting, **50**
receive a fax, **49**
send a fax, **43**
use, **50**
help, **1**
HP customer support, **93**
HP Director, **3**
HP Officejet
front panel, **5**
maintain, **77**
menus, **8**
office setup, **119**
overview, **3**
parts, **4**
prepare to ship, **96**
return, **100**

I

icons missing, **140**
individual speed dial entries, **56**
ink
check level, **79**
ink cartridge, **143**
ink cartridge empty, **144**
ink cartridges. *see* print cartridges
installation fails, **139**
installation incomplete, **140**
installing software, **138**

J

junk fax number, **66**

K

keypad, enter text, **52**

L

labels
load, **22**
language setup, **143**
lighten
faxes, **59**
load
envelopes, **20**
paper, **19**
photo paper, **20**

M

maintenance, **77**
align print cartridges, **86**
check ink level, **79**
clean exterior, **79**
clean glass, **77**
clean print cartridge contacts, **88**
clean print cartridges, **88**

clean scanner lid white strip, **78**
replace print cartridges, **82**
restore factory defaults, **90**
self-maintenance sounds, **92**
self-test report, **80**
set scroll speed, **90**
manual fax reports, **54**
memory
reprint faxes, **68**
menu overview, **8**
minimum system requirements, **139**
modem. *See* PC modem
monitor dialing, **43**

N

normal copy setting, **28**
number of copies
copy, **30**

O

order
media, **75**
other supplies, **75**
print cartridges, **75**

P

page setup dialog box, **72**
paper
avoid jams, **25**
legal to letter copy, **32**
load, **15**
load in input tray, **19**
load originals, **25**
load other types, **22**
load photo, **20**
order, **75**
paper sizes, **104**
papers to avoid, **18**
recommended, **17**
recommended copy types, **23**
size, set for copy, **24**
size, set for fax, **61**
type, set, **24**
paper jam, **144**
paper specifications, **103**
paper-tray capacities, **103**
PC modem
set up with fax line, **126**
set up with voice/fax line, **128**
set up with voice/fax/ answering machine line, **131**
phone numbers, customer support, **93**
photo paper
load, **20**
photos
enhance copies, **34**
fax, **39**
fit to page, **30**
physical specifications, **106**
poll to receive fax, **49**
power specifications, **106**
powering on, **144**
print, **71**
cancel, **74**
change current settings, **73**
change default settings, **72**
fax reports, **53**
faxes in memory, **68**
from software, **71**, **72**
self-test report, **80**
print cartridge, **143**
print cartridge empty, **144**
print cartridges
align, **86**
check ink level, **79**
clean, **88**
clean contacts, **88**
handle, **82**
order, **75**
replace, **82**
self-test report, **80**
print dialog box
copies & pages panel, **73**
layout panel, **73**
output options panel, **74**
paper type/quality panel, **74**
print margin specifications, **105**
print settings, **72**
printing error, **144**
printing, unsatisfactory, **144**
prompt delay, set, **91**
pulse dial, **61**

Q

quality
copy, **28**

R

receive faxes, **47**, **48**
red X on USB screen, **139**
redial fax, **41**, **63**
reduce faxes to fit, **64**
reduce/enlarge copies
fit to page, **30**
resize to fit letter, **32**
registration screen does not appear, **141**
regulatory notices, **109**
Canadian statement, **110**
declaration of conformity (European Union), **112**
declaration of conformity (U.S.), **114**, **115**
European Economic Area, **112**
FCC requirements, **109**
FCC statement, **110**
German statement, **112**
Korea statement, **113**
notice to users in Canada, **111**
regulatory model identification number, **109**
reinstalling on a Macintosh, **141**
reinstalling software, **140**
replace print cartridges, **82**
replace telephone cord, **89**
replacing, **89**
reports
fax, automatic, **53**
fax, manual, **54**
self-test, **80**
reprint faxes in memory, **68**
resolution, **58**
fax, **58**
restore factory defaults, **90**
return your HP Officejet, **100**
ring, answer pattern, **63**
rings to answer fax, **47**

S

scan, **35**
cancel, **36**
from front panel, **36**
high resolution, **35**
scan specifications, **105**
scanner lid white strip, clean, **78**
scroll speed, **90**
self-test report, **80**
send fax later, **41**
send faxes, **38**
set
language and country, **143**
settings
answer mode, **44**
country and language, **143**

fax speed, **65**
setup
fax, **117**
setup, fax, **117**
ship your HP Officejet, **96**
software, **138**
print from, **71**
sounds, adjust fax, **61**, **62**
sounds, self-maintenance, **92**
speed
copy, **28**
front panel prompt delay, **91**
front panel scroll, **90**
speed dial entries
add, **56**
delete, **57**
overview, **55**
send fax with speed dials, **40**
update, **57**
stop
copy, **34**
fax, **68**
print, **74**
scan, **36**
scheduled fax, **42**
subscriber identification code, **51**
support services, **93**
symbols, **52**

T

technical information
automatic document feeder paper capacity, **104**
environmental specifications, **106**
fax specifications, **105**
paper sizes, **104**
paper specifications, **103**
paper-tray capacities, **103**
physical specifications, **106**
power specifications, **106**
print margin specifications, **105**
scan specifications, **105**
telephone cord, **89**
telephone line with multiple numbers, **63**
telephone numbers, customer support, **93**
text
enhance on copies, **33**
enter on keypad, **52**
time, set, **60**
tone dial, **61**
troubleshooting
fax setup, **146**
hardware and software installation, **137**
hardware installation, **142**
installation, **137**
operations, **150**
software installation, **138**

U

uninstalling from a Macintosh, **141**
unknown error message, **139**
USB cable, **139**, **145**
USB cable installation, **145**

V

voice mail
set up with voice/fax line, **133**
set up with voice/fax/PC modem line, **134**
volume, adjust fax, **61**, **62**

W

warranty, **99**
duration, **99**
express, **99**
service, **99**
statement, **100**
upgrades, **99**

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